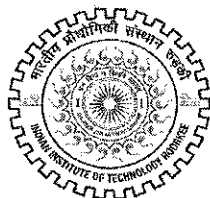


भारतीय प्रौद्योगिकी संस्थान रुड़की की अभिशासक परिषद की 54वी बैठक का कार्यवृत्त।

Minutes of the 54th meeting of the Board of Governors of the Indian Institute of Technology Roorkee.



बैठक : 54वी
MEETING : 54th

स्थान : परिषद कक्ष, भारतीय प्रौद्योगिकी संस्थान रुड़की
VENUE : **BOARD ROOM OF IIT ROORKEE**

दिनांक : 16 दिसम्बर 2017
DATE : **16th December 2017**

समय : 11.30 पूर्वान्ह
TIME : **11.30 A.M.**

उपस्थित / PRESENT:

- | | |
|---|---------------------|
| 1. Prof. Ajit K. Chaturvedi
IIT Roorkee | Chairman & Director |
| 2. Shri R. Subrahmanyam, Addl. Secy. (TE), MHRD
(Present in the meeting through Video-conferencing) | Member |
| 3. Shri Sameer Dhingra, Dehradun | Member |
| 4. Mrs. Poonam Pratibha Sharma
Joint Director (Technical Education)
Government of Haryana, Chandigarh
(on behalf of the Principal Secretary, Govt. of Haryana) | Member |
| 5. Mrs. J. Manjula, DG (ECS)
DRDO, Bangaluru
(Present in the meeting through Video-conferencing) | Member |
| 6. Prof. S.K. Nath, IIT Roorkee | Member |
| 7. Prof. (Mrs.) Pushplata, IIT Roorkee
(Present in the meeting through Video-conferencing) | Member |
| 8. Mr. Prashant Garg, Registrar, IIT Roorkee | Secretary |

(Signature)

Leave of absence from Dr. Jaya Sivaswami Tyagi and Dr. Rentala Madhubala, New Delhi were received due to their pre-engagements.

The Chairman welcomed the members to the 54th meeting of the Board of Governors.

The Board then took up the following items for discussion :

Item No.54.1: To confirm the minutes of the 52nd meeting, 53rd meeting (Special Meeting) of the Board of Governors held on 18.03.2017 & 21.09.2017, respectively and urgent items of 54th meeting approved by circulation, circulated to all members vide e-mail dated 18.11.2017.

No comments were received. The minutes as circulated were confirmed.

Item No.54.2: Actions taken report on the minutes of the 52nd meeting and 53rd meeting (Special Meeting) of the Board of Governors held on 18.03.2017 & 21.09.2017, respectively.

The Board noted the actions taken.

Item No.54.3: To ratify the approvals accorded by the Chairman on behalf of the Board of Governors.

The approvals accorded by the Chairman on behalf of the Board were ratified as under:

- (i) Recommendations of the Institute Standing Committee for up gradation of 11 Professors from PB-4 AGP Rs.10500/- to HAG Scale (Rs.67000-3%-79000) w.e.f. 01.01.2015.
- (ii) Recommendations of the Institute Standing Committee for the award of Emeritus Fellowship, Honorary Professor, Distinguished Visiting Professor, Visiting Professor and Visiting Faculty to the Professors.
- (iii) Recommendations of the Institute Standing Committee for the Appointment of Adjunct Faculty on honorarium @ Rs.1,20,000/- per month on pro-rata basis for a period of 3 to 5 years.



- (iv) Proposal for appointment of an OSD on contract in Material Management.
- (v) Proposal for appointment of a Junior Technical Superintendent (Physiotherapist) in the Institute Hospital in PB-2 with GP 4200/- on contract basis.
- (vi) Recommendations of the Standing Committee for appointment of Adjunct Faculty in the Department of Management Studies for one year in the first instance but extendable as per mutual consent at the honorarium on pro-rata basis @ Rs.3500/- per day or Rs.1,05,000/- per month.
- (vii) Recommendations of the Institute Standing Committee for the appointment of Adjunct Faculty in WRD&M for one year in the first instance but extendable as per mutual consent at the honorarium on pro-rata basis @ Rs.3,500/- per day or Rs.1,05,000/- per month.
- (viii) Enhanced sitting fee of Rs. 5000/- per meeting for the external experts/members for attending the meetings of the Board of Governors / Finance Committee/ Building and Works Committee/ Sub-Committees of the Board, (in addition to the TA/DA) till the next BOG meeting.
- (ix) Recommendations of the Selection Committees to select the candidates for the following posts:
 - (i) Assistant Sports Officer
 - (ii) Executive Engineer (Civil)
 - (iii) Executive Engineer (Electrical / Mechanical)
 - (iv) General Duty Medical Officer
 - (v) Scientific Officer Grade-II (on contract)
 - (vi) Assistant Registrar
 - (vii) Hindi Officer
- (x) Annual Account/Balance Sheet for the Financial Year 2016-17.
- (xi) Panel of the Board's Nominees for the various Selection Committees for Group 'A' Academic positions.
- (xii) Implementation of the revised pay communicated by the MHRD vide letter F.No. 15-4/2017-TC dated 27th October 2017 for Faculty and Scientific/ Design Staff of IIT Roorkee following the pay revision of the Central



Government employees on the recommendation of 7th Central Pay Commission (7th CPC).

- (xiii) Recommendations of the Institute Standing Committee for up-gradation of 08 Professors from PB-4 AGP Rs. 10,500/- to HAG Scale (Rs. 67000-3%-79000) w.e.f. 01.01.2016.
- (xiv) Panel of Board Nominees of Selection Committee for Group 'A' positions in the Estate & Works.
- (xv) Panel of Board Nominees of Selection Committee for Group 'A' positions in the Institute Sports Council.
- (xvi) Panel of Board Nominees of Selection Committee for Group 'A' Hindi Officer positions.

Item No.54.4: Matters for the information of the Board of Governors.

The Board noted the following:

- (i) Minutes of the 68th, 69th and 70th meetings (special meeting) of the Senate held on 02.03.2017, 28.07.2017 and 19.09.2017, respectively.
- (ii) Minutes of the 39th & 40th meetings of the Finance Committee held on 18.03.2017 and 18.11.2017, respectively.
- (iii) The appointments, list of Faculty Members and other staff who have superannuated/resigned and list of faculty members and other staff who have been brought on regular cadre.
- (iv) Status of the Writ Petition filed by a retired Dairy staff for granting pension as applicable to CCB staff and Institute's Special Appeal before the Hon'ble High Court, Uttarakhand.
- (v) Financial up-gradation of 17 retracted w.e.f. the date of implementation.
- (vi) The Institute has provided a certificate in response to the Ministry of HRD letter F.No. 15-1/2-17-TC dated 2nd November 2017 regarding emolument structure of non-faculty employees in IIT Roorkee.



(vii) Status of the case regarding setting up of a Wind Tunnel at the Centre of Excellence in Disaster Mitigation and Management (CoEDMM) of the Institute.

(viii) Minutes of the 37th meeting of the Building & Works Committee held on 14.11.2017.

Item No. 54.5: To report the status of Advaita: the ERP project of IIT Roorkee.

The Board noted the delay in the project and advised the Institute to take all required steps in this regard to ensure successful completion of the project.

Item No. 54.6: To report the status of "Anushruti" Nurturing Silence, and Creating Lives.

The Board noted the status with concern and advised the Institute to present the report once it is ready.

Item No. 54.7: To re-instate the Merit-cum-Means (MCM) scholarship for General and OBC (NCL) students.

RESOLUTION No. BG/22/2017: The Board considered the item and resolved that the recommendations of the Finance Committee regarding the re-instatement of Merit-cum-Means(MCM) Scholarship for the General and OBC (NCL) students be approved.

Item No.54.8: To consider paying salary and pension of March in March for standardization of ERP processes and to receive all updates by the SAP- a Software Application Provider for smooth implementation of ERP.

Already approved by circulation.

Item No. 54.9: To consider the revised Purchase & Store Rules of the Institute.

RESOLUTION No. BG/23/2017: The Board considered the item and resolved that the revised Purchase & Store Rules of the Institute, as recommended by the Finance Committee, be approved (**Appendix 'A'**).

Item No. 54.10: To consider the financial proposal for funding of Rs. 120.00 crore from Higher Education Funding Agency (HEFA) for the construction of a students' hostel.

RESOLUTION No. BG/24/2017:The Board considered the item and resolved that the proposal for HEFA funding be approved, as recommended by the Finance Committee.

Item No. 54.11: To consider the Delegation of Financial Powers Rules (DFPRs)

RESOLUTION No. BG/25/2017:The Board considered the item and resolved that the Delegation of Financial Powers Rules (DFPRs), as recommended by the Finance Committee, be approved (**Appendix 'B'**).

Item No. 54.12: To consider the guidelines and selection process of Distinguished Alumni Awards.

RESOLUTION No. BG/26/2017:The Board considered the item and resolved that the guidelines and selection process of Distinguished Alumni Awards as given at **Appendix 'C'** be approved.

Further, resolved that approval so granted by the Chairman, BoG in this regard be placed before the Board for ratification, as per usual practice.

Item No. 54.13: To consider creation of the posts of CEO and Chief of Laboratory of Hydraulic Turbine R&D Laboratory at Alternate Hydro Energy Centre.

RESOLUTION No. BG/27/2017:The Board considered the item and resolved that the proposal for under mentioned positions be approved:

- (a) Chief Executive Officer (CEO) of the HT R&D Laboratory
- (b) Chief of the HT R&D Laboratory



The recruitment for these positions will be as per SRIC guidelines.

Further, resolved that the compensation from Rs. 2.00 to 3.00 lacs per month, as per industry norms, proposed in the agenda be approved and for the purpose of house allotment these positions may be considered as at the level of Faculty/Group 'A' Staff.

Item No.54.15 : To consider the revision of rates of sitting fee/out of pocket allowance from Rs. 2000/- to Rs. 5000/- to the external members for attending the meetings of the Board of Governors/Finance Committee/Building and Works Committee/ Sub-Committees of the Board and the external Experts of the Selection Committee, in addition to the TA/DA.

RESOLUTION No. BG/29/2017:The Board considered the item and resolved that the proposal,as recommended by the Finance Committee,be approved.

Item No. 54.16: To consider the revision in the essential qualifications for the post of Assistant Registrar.

RESOLUTION No. BG/30/2017:The Board considered the item and resolved thatthe revision in the essential qualifications for the post of Assistant Registrar be approved as under:

Minimum Qualification

Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 pt scale along with a good academic record.

Desirable :

- (a) A minimum of 5 years experience as a Supervisor/Superintendent, preferably in PB-2 (Rs. 9300-34800) with a grade pay Rs. 4600/-, or equivalent in a Government, Semi- Government Organization, Recognized University/ Technological Institutions of National standing or at an equivalent level in a reputed private Organization.



- (b) Experience in handling administrative matters such as Accounting, Auditing, Recruitment, Establishment, Legal, Academic, Student Affairs, Material Management, Projects etc.

Computer literacy and ability to work independently will be preferred.

Item No. 54.17 : To consider the recommendations of Institute Technical Committee to write off 01 major unserviceable item of the Department of Electronics & Communication Engineering under Normal Wear & Tear.

RESOLUTION No. BG/31/2017: The Board considered the item and resolved that the write off of the under mentioned 01 major unserviceable item be approved:-

Sl. No.	Name of items	Book value in Rs.	Salvage Value in Rs.
1.	Network Analyzer	12,26,104.00	1,500.00

Item No. 54.18: To consider the following proposals as recommended by the B&WC:

- (i) Modernization and Modification in MRC, Azad Wing, GP and A N Khosla Hostels at IIT Roorkee.
- (ii) Modernization and Modification of residences of Faculty and Group 'A' Officers located at Saraswati Kunj, Vikas Nagar, Nirman Path and Govind Puri.
- (iii) New Block for Mathematics and Humanities & Social Science (HSS) Departments at Vigyan Kunj.
- (iv) Centralized Air Conditioning System in ICC building at IIT Roorkee.
- (v) Installation of 18 nos. wheel chair lifts for physically challenged persons in various departments and centers.
- (vi) Chilled Water Cooling System for Lecture Hall Complex-I&II and Convocation Hall.
- (vii) Laying dedicated 33 kV underground cable (3x300 Sq. mm, 2 run) from 220 kV Ram Nagar substation to 33 kV IITR substation (deposit work from UPCL).
- (viii) Students' Hostel of 800 capacity at Vigyan Kunj.
- (ix) Multi Storey Apartments for Faculty and Group 'A' Officers at Vikas Nagar.



- (x) **Modernization, modification and repairs in the toilets blocks of the various old hostels at IIT Roorkee.**

RESOLUTION No. BG/32/2017: The Board considered the item and resolved that the under-mentioned proposals, as recommended by the Finance Committee, be approved:

Sl. No.	Name of work	Amount in Rs. crores
1.	Modernization and Modification in MRC, Azad Wing, GP and A N Khosla Hostels at IIT Roorkee. (Appendix 'D')	7.93
2.	Deferred	
3.	Deferred	
4.	Already approved by circulation.	4.09 crore (approx.)
5.	Installation of 18 nos. wheel chair lifts for physically challenged persons in various departments and centers. (Appendix 'E')	1.60 Additional cost
6.	Chilled Water Cooling System for Lecture Hall Complex-I&II and Convocation Hall. (Appendix 'F')	10.50
7.	Laying dedicated 33 kV underground cable (3x300 Sq. mm, 2 run) from 220 kV Ram Nagar substation to 33 kV IITR substation (deposit work from UPCL. (Appendix 'G')	8.57
8.	Already approved by circulation.	125.67
9.	Already approved by circulation.	58.21 (Phase-I) 112.42 (Phase-II)
10.	Modernization, modification and repairs in the toilets blocks of the various old hostels at IIT Roorkee. (Appendix 'H')	17.54 crores

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Item No.54.19: To consider the future status of 35 persons appointed on compassionate grounds for a period of one year subject to further renewal on year to year basis from the year 2012 onwards.

RESOLUTION No. BG/33/2017:The Board considered the item and observed serious irregularities in the appointments made on compassionate grounds from 2012 onwards.

Although the appointments are liable for termination on one month notice, on compassionate grounds the Board resolved that one final extension be granted to these 35 persons till 30th June 2018.

Further, the Board advised that the Institute may explore ways in which these persons can be provided some assistance, such as:

1. For the 22 persons who fulfil the minimum qualifications for Group 'C' Direct Entry posts, a coaching of 03 to 04 weeks duration to help them compete in the forthcoming round of recruitments in the Institute through open selection. However, all concerned be informed that assistance provided will be only to supplement their efforts to compete in the open selection.
2. For the remaining 13 persons who do not fulfil the minimum Group 'C' posts qualifications, training for acquiring some skills.

Item No. 54.20: To consider a proposal for grant of pay scale of Rs. 3200-4900 in place of pay scale of Rs. 3050-4590 to Ex-Group 'D' (now classified as Group 'C' Multi Task Service in the 6th CPC) employees on their first financial up-gradation.

RESOLUTION No. BG/34/2017:The Board considered the item and resolved that since the issue affects all IITs, the same be referred to MHRD for final decision.

Item No. 54.21: To consider the movement of Assistant Professors from PB-3 with AGP of Rs. 8000/- to PB-4 with AGP of Rs. 9000/-

The Board perused the recommendation of the 6th CPC vide letter F.No. 23-1/2008/TS.II/ dated August 18, 2009

provided for AGP of Rs. 8000/- and AGP of Rs. 9000/- for the post of Assistant Professor. Further, it was stipulated that an Assistant Professor with 03 years experience in AGP of Rs. 8000/- may be moved to AGP of Rs. 9000/- after review.

Further, through letter F.No. 17-9/2010-TS.I/pt. file dated June 28, 2011, it was clarified that Assistant Professors of IITs having 3 years post-doctoral experience in the AGP of Rs. 8000/- rendered in CFTI, AICTE approved Institutions and Institutes under UGC would be considered for upward movement to AGP of Rs. 9000/-

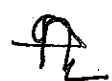
RESOLUTION No. BG/35/2017:The Board considered the item and after taking note of the above mentioned two letters from MHRD resolved that for the purpose of movement of Assistant Professors in PB-3 with AGP of Rs. 8000/- per month to PB-4 with AGP Rs. 9000/- per month, a Standing Committee of the Institute may review their past experience to decide its equivalence with "experience in the AGP of Rs. 8000/- rendered in Centrally Funded Technical Institutions, AICTE approved Institutions and Institutes under the UGC".

Item No. 54.22: To consider the request of Prof. K.L. Yadav, Department of Physics, to waive off the recovery of excess payment made to him on account of pay fixation.

RESOLUTION No. BG/36/2017:The Board considered the item and resolved that the issue be referred to MHRD. Further, recovery may continue to be kept in abeyance till a clarification is received from the Ministry.

Item No. 54.23: To consider revision in the guidelines approved by the Board of Governors for making appointments on compassionate grounds of the widow or dependent son/daughter of deceased employees.

RESOLUTION No. BG/37/2017:The Board considered the item and resolved that the proposal of revision in the under-mentioned clauses of the guidelines for appointments on compassionate grounds of the spouse or dependent son/daughter of deceased employees be approved:



Sl. No.	Clause No.	Revised Rules
1	(1)	<p>To whom applicable:</p> <p>(a) The compassionate appointments may be considered to a dependent family member of a deceased employee who dies in harness while in service (including death by suicide);</p> <p style="text-align: center;">or</p> <p>(b) Retired on medical grounds (certified by the Medical Board of the Institute), on account of any bodily or mental infirmity which incapacitates him/her for service or terminated on medical grounds in terms of Statutes' 14(7) of IIT Roorkee, if certified by the medical authority nominated by the Board before attaining the age of 55 years.</p>
2	(3)	<p>Relaxation of age:</p> <p>(a) Minimum age 18 years. No relaxation of lower age.</p> <p>(b) The upper relaxed age limit for the compassionate appointments for the spouse will be 45 years on the date of death of the employee. No further relaxation in age will be considered. In case of dependent sons/daughters, the upper age limit will be the same as for direct recruitment in Group 'C' posts in the Institute.</p>
3.	(6)	<p>Post to which the appointment can be made:</p> <p>All compassionate appointments will be made only at the entry level posts of Group 'C' and C-MTS strictly against vacancy quota for compassionate appointments.</p> <p>Eligibility:</p> <p>(a) The applicant for appointment on compassionate grounds must possess the minimum educational qualifications and age as prescribed for recruitment at entry level post in Group 'C'. No relaxation shall be</p>

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		considered. (b) In the case of a widow fulfilling the already approved relaxed qualification for a widow, she may be placed directly against the post "C-MTS", subjected to vacancy only. Determination/Availability of Vacancies for Compassionate appointments: Upto a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' & C-MTS post.
4.		Constitution of Standing Committee to consider the applications for appointments on Compassionate ground: (a) Director's Nominee/ Dy. Director (b) Dean Administration (c) Registrar The recommendations of the committee will be considered by the Director.

Item No. 54.24: To consider the revised House Allotment Rules.

RESOLUTION No. BG/38/2017: The Board considered the item and resolved that revised House Allotment Rules (HAC-I and HAC-II) as given at **Appendix 'I'** be approved.

Item No. 54.25: To consider the delegation of financial powers with respect to the expenditure pertaining to Estate & Works at IIT Roorkee.

RESOLUTION No. BG/39/2017: The Board considered the item and resolved that delegation of financial powers with respect to the expenditure in Estate & Works, as recommended by the Finance Committee, be approved (**Appendix 'J'**)

Item No. 54.26: To ratify the revision of fee structure for M.B.A. as recommended by the Senate.

The revision of tuition fee of Master of Business Administration from Rs. 1,00,000.00 to Rs. 2,00,000.00 per semester from the academic session 2016-17, as recommended by the Senate, be ratified.

The meeting ended with a vote of thanks to the Chair.



Prashant Garg
Registrar & Secretary, BOG

Revised Purchase Rules

1. Preamble

In the context of changing economic and business scenario, introduction of the General Financial Rule, 2017 (GFR, 2017), GST, use of online services, digital India mission, transparent and efficient governance and experience gained from centralized purchase system introduced in the year by IIT Roorkee in 2015, it is imperative to review the rules and regulations for purchase and stores. As a matter of policy institute encourages the adoption of established procedure, wide publicity, fair competition and efficient delivery of the desired objectives for which the purchases/orders are made in the institute.

IIT Roorkee being primarily a research and academic institution the requirements are scientific with limited vendors. The procurement is time as well as project specific.

The purchaser shall make reasonable efforts to draw precise and accurate specifications of products/works and find out the details of possible bidders for purchases.

2. Approval of items and funds

Items and funds for purchase may be approved by the Competent Authority as defined below:

Competent Authority

1. For purchase/orders up to Rs. 50,000/- is Head/ Principal Investigator (PI).
2. The online purchase up to Rs. 1 lakh from source within India and up to USD 2,000 from source in foreign country is Head/ PI.
3. For purchases from Rs.50,000/- to Rs.5lakhs is the concerned Departmental Purchase Committee (DPC)/Project Purchase Committee (PPC).
4. For purchases more than Rs.5Lakhs- and upto 50 lakhs is the Dean (F&P)/Dean (SRIC) as required.
5. For the purchase above 50lakhs the Director full power.
6. For purchases made by local purchase committee(LPC) up to Rs. 2.5 lakhs recommended by the Head/ PI and approved by Dean (F&P)/ Dean (SRIC) and above Rs. 2.5 lakhs to Rs. 25.0 lakhs by Director on the recommendation of Head/PI and Dean(F&P)/Dean (SRIC).

7. The annual maintenance/service contract from the original equipment/ machines/ ACs manufacturer/ manufacturer's authorized supplier, for a value of maximum of 10% of the original cost for the first 2 years and thereafter 15% of the original cost or 110% of previous year AMC value by Chairperson of DPC/PPC or Dean (F&P)/ Dean (SRIC) or Director.
8. Full service/ comprehensive maintenance from the original equipment/ machine/manufacturer/ manufacturer's authorized supplier by Chairperson of DPC/PPC or Dean (F&P)/Dean (SRIC) or Director.
9. The repair work, spare parts, calibration from the original equipment manufacturer/ manufacturer's authorized supplier, calibration from NABL accredited laboratory by Chairperson of DPC/PPC or Dean (F&P)/ Dean (SRIC) or Director.

3. Purchase Committees

1. Material Management Section (MMS) shall make any purchase costing above Rs. 50,000/- except online purchases (Section 2, Point 2) and purchases for which an LPC(Section 2, Point 6) has been constituted.

2. All the purchases shall be made as per the Purchase Rules of the Institute. The following committees are proposed to simplify the purchase process:

(a) Departmental Purchase Committee (DPC) with minimum three members in addition to HOD or his nominee. HOD will constitute the DPC which will be approved by the Dean (F&P). HOD may constitute DPC as per requirement of each purchase/ specific equipment.

(b) Project Purchase Committee (PPC) with minimum 3 members including PI and nominee of the Dean (SRIC). PI shall be the Chairperson of PPC. Dean (SRIC) will constitute the PPC in consultation with the PI. The term of PPC shall be the duration of the project.

(c) For specific need the Director will constitute a Special Purchase Committee (SPC) including a member each from Internal Audit and MMS.

(d) Local Purchase committee (LPC) up to Rs. 2.5 lakhs will be constituted with three members recommended by the Head/ PI and approved by Dean (F&P)/ Dean (SRIC) and above Rs. 2.5 lakhs to Rs. 25.0 lakhs by Director on the recommendation of Head/PI and Dean(F&P)/Dean (SRIC) for making purchases which are urgent in nature or job/fabrication works for the completion of installation/experiments.

3. Each department/center/other academic units like IIC, library, administrative office, estate and works office and hospital etc. should have DPC to be constituted by the Head and approved by Dean (F&P).

4. The DPC of the concerned department where the project is undertaken may also act as the PPC, if there is not a specific PPC constituted for the project. However, PI shall be the indenter.

4. Types of purchase

1. Purchase upto Rs.50,000/- may be made without calling quotations.

2. Online purchases as follows:

(a) Upto Rs.1.00 lakh if the source of supply is within India.

(b) Upto USD 2,000 including the expenditure on courier, custom duty, custom clearance etc. The benefit of warranty and other clauses as available must be availed.

3. All purchases above Rs.50,000/- should invariably be made by the MMS through inviting quotations as well as website publication except on line purchases at point 2 above which may be made by the indenter and LPC at point 6 of Section 2. However, in case of single source purchases (other than proprietary items), website publication is not required. Along with Institute Website all enquiry letters/tender notices/pre-qualification tenders should be displayed on the Notice Board of the concerned department(s) and quotations received from firms on the basis of this notice should also be considered.

4. Limited Tender: For purchases from Rs. 50,000/- to Rs.5 lakhs, MMS will send Enquiry Letters under Limited Tender to minimum 5 potential vendors identified by the indenter.

5. Limited Tender: For purchases between Rs. 5 Lakhs and Rs. 50 Lakhs MMS will send Enquiry Letters under Limited Tender to minimum 6 potential vendors identified by the indenter. In case potential vendors are less than 6, indenter/ MMS can opt for open tender. However, for purchases above Rs. 25 Lakhs, the enquiry letters shall also be placed on GoI website (eprocure.gov.in).

6. Open Tender: Where the total cost of the purchase is estimated above Rs.50 lakhs, tenders will invariably be invited through publication of tender notice in national daily newspaper, e-publishing on GOI website (eprocure.gov.in) and tendering may be through e-procurement.

7. Single Tender: Purchase upto Rs.25 lakhs can be done by sending an Enquiry letter to a single firm under the following circumstances:

(a) It is in the knowledge of the user department that only a particular firm is the manufacturer/ supplier of the required goods or is proprietary item(s).

(b) The required goods are to be purchased from a particular source and the reason for such decision is to be recorded in the form of DPC/PPC Report.

(c) For standardization of machinery or spare parts to be compatible to the existing sets of equipment, the required item is to be purchased only from a selected firm.

(d) The notice regarding the purchase of item(s) of propriety in nature must be uploaded on the Institute's Website giving a minimum time of 15 days to submit quotation. However, in other cases of single source purchases e.g. a compatible spare part from manufacturer of the equipment, order can directly be placed without publishing the requirements on the web site.

(e) Many times, it is found that the certain items which carries some critical technologies are solely manufactured by some foreign companies who may not have any Indian counterpart/ representative/ dealer. In such cases, it becomes extremely difficulty to purchase these specialized/ customized items carrying critical technology which might be essentially desired to meet the objectives of research endeavours. In such cases, the notice regarding purchase of item(s) must be first uploaded on the Institute's website giving a minimum time of 15 days to submit quotations. In case there is no response, quotations may be collected through e-mail, with a clause that the proof of email communication with at least three relevent companies should be given by the indenter. Further, even if only one of the foreign manufacturer responds against the email enquiry, then it should be considered as the valid quote to place the PO.

8. Orders to the government bodies on nomination basis:

If the purchase is proposed from the Central/ State Government or Central/ State Public Sector Undertaking/Organization/Company, the competent authority may approve proposal on the recommendations of concerned DPC/PPC and Dean (F&P)/Dean (SRIC) for purchase up to Rs. 1.0 Crore, without inviting any type of tender as per terms and conditions of the Government/Public Sector Undertaking/ Organization as the case may be.

9. Government e-Market place (GeM):

Government of India recently initiated online Government e-Marketplace (GeM) for common use Goods and Services. The GeM portal may be utilized by institute for direct on-line purchases as under:

(i) Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specifications and delivery period.

(ii) Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specifications and delivery period.

(iii) Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specifications and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.

10. Expression of Interest (EOI):In case, there is unawareness or not enough clarity about the specifications of the intended purchase/services/orders for an estimated amount of Rs. 50 lakhs and above and their possible bidders, the method of inviting "expression of interest" and also known as "two stage bidding" may be adopted through open tender process and after receiving the details, the specifications may be finalized and offers be obtained as limited tender from the eligible vendors.

Enquiry for seeking EOI should include in brief, the broad scope of the work or service, inputs to be provided, eligibility and the pre-qualification criteria to be met by the bidders and their past experience in similar work/ service. The bidders may also be asked to send their comments on the scope and specifications of the works or services projected in the enquiry. Adequate time should be allowed for getting responses from interested bidders.

On the basis of the responses received from the interested parties, bidders meeting the requirements should be short listed for further consideration. The number of short listed bidders normally should not be less than three. Based on the inputs received from the shortlisted bidders, detailed specifications/terms of reference/ general and special conditions/ formats shall be drawn to seek two part bids as technical and financial proposals only from shortlisted bidders. If it is appropriate a pre bid meeting may also be scheduled where the suggestions from prospective bidders on the issued document be discussed and amended

if necessary. Amendments, if any, need to be shared with all short listed bidders in writing before the bid submission.

11. Rate Contract:

Rate Contract approved by IIT Roorkee or by other government institutions or purchase from government institution as follows:

(a) The MMS may finalize a rate contract with the approval of the competent authority for personal computers, laptops, computer peripherals, chemicals, printing, AC, photocopier machine, furniture or any other item/services with various manufacturers, so as to offer a wider choice. Different rates may also be approved for any item depending on the specifications and quality of item offered by different manufacturers. Tenders/Quotations for this purpose shall be called from manufacturers only.

(b) If the purchase is proposed on the basis of rate contract approved by Central Government Company, or on rate Contract approved by other IITs/GeM/DGS&D, orders for purchase upto Rs. 25 Lakhs, may be approved by the competent authority, without inviting any type of tender as per terms and conditions of the Government/Public Sector Undertaking/ Organization as the case may be.

12. Purchase through LPC:

Purchase of goods, in case of urgency/ to complete installations/running experiments/chemicals/ some specific needs of time-bound research projects (e.g. thermo-couple, isotopes etc.)/ machine parts/liveries or sundry items etc. duly recorded, on each occasion may be made on the recommendations of a duly constituted LPC. At least three quotations (by email or fax or collected personally in a cover) be obtained by LPC. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate suppliers. Roorkee being the small town, nearby cities like Haridwar, Dehradun, and Delhi etc. are also covered for such purchase. In specific cases other places in India or abroad may be considered for such purchases. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under. "Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by the Department of Commerce or Ministry".

The benefit of warranty and other clauses as available must be availed. The committee may also make purchase by taking advance. However, purchase in such case should invariably be made by placing order by the concerned department of the indenter.

13. Special Purchase Committee (SPC): Purchase of any special kind or need duly recorded may be processed through a SPC.

14. Tender notices must also be displayed on the Institute's website. Those downloading the tender document from the website should deposit tender fee, if any, while submitting their quotation/tender. Earnest money deposit (EMD) should also be submitted along with the quotation/tender, if required.

15. Only those quotations which are received within the due date and time, specified in the enquiry letter/ tender notice, will be considered

16. Black listing of a firm can be done by the MMS on the basis of recommendation of PPC/DPC, advice from legal cell and with the approval of the Competent Authority.

17. The firms for the purpose of inviting quotations for purchase of materials/ services/ equipment/ instrument etc. will be manufactures or authorized dealer/agents/ stockiest/ suppliers/ service providers or firms undertaking job works.

5. Procedure for Inviting Quotations:

The following procedure should be observed for inviting quotations/tenders:

1. The DPC/PPC will prepare the specifications of the required item and also, prepare the list of suppliers. However, the MMS can also identify vendors in addition to the list provided.

2. In the indent the DPC/ PPC should duly mention the quantity of proposed item, copy of the approval of funds (with allotted grant code) for the required item, complete specifications as well as requirements of warranty, training/ technical support, after sales service, AMC, packing etc. The indent should be submitted to MMS along with the hard and soft copies of the addresses of the likely suppliers and precise and accurate specifications.

3. The MMS will examine the indent/documents and initiate the purchase process by inviting quotations

(a) Single-bid system: For purchases with estimated cost of up to Rs.15 lakhs under single bid system (technical and financial bid together and opened at single instance). Bids will be opened by MMS in the presence of bidders and indenter if they so desire. Techno-commercial comparative statement will be prepared by the department/PI.

(b) Two-bid system: For purchase with estimated cost of more than Rs. 15 lakhs two bid system (Part A: Technical Bid and Part B: Financial Bid in separate sealed envelopes to be opened at different instances) shall be followed. Technical bid will be opened by MMS in the presence of bidders and indenter if they so desire. Technical comparative statement will be prepared by the department/PI.

If required, the concerned PI/ indenter may obtain clarification/ document from bidders at the time of technical evaluation regarding any technical aspect(s) as per the enquiry letter/tender document.

4. In case of inviting quotations by sending enquiry letters (under Limited Tender), a minimum period of 15 days' notice should be given.

5. In case of inviting tenders through newspapers, a minimum period of 21 days' notice (after publication of the tender in the newspaper) should be given and minimum 4 weeks in case of Global Tender. In the enquiry letter the firm should be asked to enclose copies of the last two supply orders for the same item as a justification for reasonability of rates.

6. In case of purchase of special/sophisticated equipment, costing above Rs. 25.0 lakhs, a performance bank guarantee or Bank Draft or FDR pledged in favor of IIT Roorkee for an amount equal to or more than 5% of the cost price for the duration of the warranty period plus sixty days will be taken from the supplier/Indian Agent.

7. A fixed amount as Earnest Money Deposit (EMD in the form of Bank Guarantee or Bank Draft or FDR pledged in favor of IIT Roorkee should be demanded from the firms and should be mentioned against specification of each item/equipment whose estimated cost is above Rs. 25.0 lakhs. The amount of EMD, Valid 45 days beyond the validity period of bid, will be determined at the time of inviting quotations/tenders, by the Institute on case to case basis, which will not be less than 2% of the estimated cost of the purchase.

8. All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the appropriate Chapters as below:

- (a) Chapter 1: Instruction to bidders.
- (b) Chapter 2: Conditions of contract.
- (c) Chapter 3: Schedules of requirements.
- (d) Chapter 4: Specifications and allied technical details.
- (e) Chapter 5: Price schedule (to be utilized by the bidders for quoting their prices)
- (f) Chapter 6: Contract form
- (g) Chapter 7: Other Standard Forms, if any, to be utilized by the purchaser and bidders.

9. Approximate quantities may also be mentioned and the firms should be asked to give samples along with the quotations/ tenders, wherever possible/ necessary. The descriptive literature, if available, should be enclosed with the quotations/ tenders.

10. If the estimated cost of equipment is more than Rs.25.0 lakhs, tender bids shall preferably include AMC for a period of minimum three years.

11. All enquiries should be sent through speed post, registered post, courier services or through personal local delivery on official peon book as deemed suitable.

6. Procedure for Opening Quotations:

1. Preferably the GST number should be given on the quotation of each firm; however, this will not be mandatory. In case any change towards GST or other statutory levy is claimed by the firm, the registration number for the same should be available on the bill/invoice.

2. In case of purchase of an item under single tender enquiry, the quotations through e-mail/fax from the manufacturer may also be considered. But the proof of e-mail requesting the rate of the propriety item must be placed in the purchase file.

3. In case of two bid system, the Financial Bids will be opened on the due date and time by the MMS in the presence of the indenter and the technically qualified vendors, if they so desire. The date of opening the Financial Bid will be informed to the technically qualified bidders and the indenter well in advance. The Financial Comparative Statement will be prepared by the MMS and sent to Indenter for vetting.

7. Procedure for Processing the Purchase Cases

1. In case of purchase with estimated cost of more than Rs 50,000/- upto Rs. 5 Lakhs less than three valid quotations can be considered for

opening of bids as well as further processing of the purchase case. However, the concerned DPC have to certify the price reasonability with appropriate justification.

2. In case of purchase with estimated cost of more than Rs. 5 Lakhs minimum three valid quotations are required. If the number of quotations received against an enquiry letter/tender notice is less than three, quotations have to be re-invited by MMS after the specific recommendation of indenter to do so. Any other approval is not required. However, if the number of quotations received is still less than three after retendering, the MMS should process the purchase on the basis of these quotations with specific justification by the concerned DPC/PPC.

3. If the number of quotations/bids received against open tendering (through newspaper) is less than three, the purchase case can also be processed with specific justification by the concerned PI/Indenter.

4. Negotiation normally may not be held. However, whenever necessary may be held with the lowest bidder only with the approval of competent authority.

5. To avoid delays and unnecessary file movement, as far as possible, MMS and internal audit should convey their observations on the file in one single step.

8. Processing the Purchase and Placing the Orders by the MMS

1. The MMS will prepare and submit the purchase proposals in the prescribed format and will get it vetted from the Indenter. Then the case will be forwarded to the Internal Audit Section for pre-audit. After pre-audit the case will be forwarded to competent authority/approving authority for approval. However, purchase cases below Rs.5 lakhs need not be pre-audited by Internal Audit Section.

2. The purchase order will be prepared by the MMS on the basis of the duly approved Purchase Proposal.

3. The Purchase Order will be sent to the eligible firm on its address by post/mail by the MMS. A copy of the Purchase Order will be sent to the concerned department/ PI for information.

4. In case of import, the copy of the Purchase Order will be sent to the Clearing Agent. The MMS will take necessary action about the advance to be sent to the Clearing Agent for clearing goods from the customs office to avoid demurrage and sending the same to the concerned department of IIT Roorkee.

5. On receipt of written request/ necessary documents from the firm/ clearing agent, the MMS will process the file for issue of all types of certificates e.g. Customs Duty Exemption/ Excise Duty Exemption/ Trade Tax Declaration etc., under the signature of the DR/AR of the MMS as nominated by the institute.

6. No formal order is required to be placed for purchases upto Rs.50,000/-.

9. Repeat order:

Repeat purchase order may be placed by the Material Management Section subject to the following conditions:

- (a) Within a period of 120 days of placing the original order or 45 days of receiving supplies against the original order, whichever is later.
- (b) With no change in rates as well as terms and conditions of supply.
- (c) For purchases on the basis of limited/open tender inviting quotations but not through LPC.
- (d) The Material Management Section will not place more than five repeat orders and the amount or number of items shall not exceed that of the original order.
- (e) No repeat order will be placed if buy-back is involved in the purchase.
- (f) Purchase Orders placed by other IITs may also be considered for placing repeat orders by IITR with the approval of Competent Authority after due diligence study and obtaining a certificate from the sister IIT to the effect that the cost is justified and the equipment is performing satisfactorily.

10. Goods Receipt and Processing of Bill:

1. On receipt of goods by the concerned Indenter as per Purchase Order along with packing slip, bills in duplicate / triplicate etc., necessary entries will be made by the department /center/ unit in the stock register. The bill for payment along with necessary documents, installation certificate etc. will then be sent by the indenting department to the Material Management section for necessary checking and forwarding to the Finance & Accounts Section for payment.

2. In case of short supply/any damage /supply is not found as per Purchase Order, the department/center/office will inform in writing to DR/AR, Material Management who will request the firm to rectify it within a suitable time otherwise the matter will be referred to Legal Cell for further necessary action.

11. Payment Term:

1. In purchase generally the payment is after delivery and installation (Wherever installation is required).

2. For the purchases having FOR/destination, 100% payment on receipt and acceptance of goods/service by the indenter subject to production of relevant documents.

3. For the purchases having FOR/destination and involving installation and commissioning by the supplier, 80 % payment on receipt and acceptance of goods/service by the indenter and balance 20 % on successful installation and commissioning by the supplier and acceptance by indenter.

4. Advance payments to supplier:

Ordinarily, payments for supplies/ services should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments for example in the following types of cases:

(a) Advance payment demanded by firms for supplying equipment/services etc., upto 100% advance amount against 110 % Bank Guarantee may be allowed.

(b) Advance payment demanded by firms holding maintenance contracts for servicing of air-conditioners, computers, other costly equipment/construction etc. against fabrication contracts, turnkey contracts etc. Such advance payments should not exceed the following limits:

(c) Thirty percent of the contract value to private firms.

(d) Forty percent of the contract value to a State or Central Government agency or a Public Sector Undertaking;

(e) In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

(f) Competent authority may relax the ceilings (including percentage laid down for advance payment for private firms) mentioned above.

(g) While making any advance payment as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm as per point (a) above.

(h) 100% advance payment without any bank guarantee in case of software, licenses or specific instruments with the approval of competent authority on the recommendation of DPC/PPC and Dean (F&P)/Dean (SRIC).

(i) Payment of demurrage: Upto 20,000/- may be approved by Head of the department/ PI. For higher amounts approval of the competent authority is required.

5. However, Government firms or public sector undertakings may be exempted from providing the bank guarantee. But for public limited firms having an annual turnover of Rs.500 crores or more the requirement of bank guarantee may be waived-off by the competent authority if the payment involved is upto Rs. 25 lakhs.

6. Any additional payment in the Bill/ Invoice on account of revision of taxes/duties may be considered by the MMS provided it is as per the terms and conditions of purchase order.

7. Payment to Foreign Supplier:

(a) All Letters of Credit will be opened by the MMS against the purchase orders and grant (plan/project/miscellaneous) allocated to the concerned department.

(b) Payment can also be made by sight draft/Bank Transfer/ Wire Transfer after receipt of material in good condition.

8. Payments to Govt./Public Sector Undertaking/ Organization:

The terms of payment to the Govt./ Public Sector Undertakings/ Organizations/ Company will be as per the terms and conditions given by them in their quotation/ proforma invoice/ rate list/ rate contract. 100% advance can be made to such organizations along with the order if it is in the terms and conditions of the said organization.

12. General Rules:

1. Liquidated Damage (Late Delivery):

There should be a suitable provision in the terms and conditions of a contract/ purchase order for claiming liquidated damages of appropriate amount from the supplier to take care of delays in supplies and performance, for which the supplier is responsible.

A penalty of 0.5% of the delivered price of the delayed goods for each week subject to a maximum of 5% (five percent) of the delivered price is to be incorporated in the terms and conditions of the purchase order. Delivery period shall include supply of the item in good condition and satisfactory installation. Any request for extension of time by vender (with specific reasons) should be carefully reviewed and approved by DPC/PPC. No approval is required for extension of time from competent authority. Any delay in fulfillment of the requirements for paying the bills shall be counted under penalty clause. The Material Management section will pass bills for payment only after receipt of report of the concerned HOD regarding supply in good condition, satisfactory installation and performance by the firm as per the terms and conditions of the purchase order.

2. The "buy-back" for purchase through quotation/tender or through rate contract for supply of equipment and systems including personal computers, refrigerators, air-conditioners, photocopy machines, data projector etc. is admissible. While inviting quotations/tenders or proposal for rate contract, the supplier/vendor will be asked to quote rates and other terms for 'buy-back' of existing equipment/systems. However, the following conditions shall apply:

- (a) In case of computers, system should be at least three years old.
- (b) In case of photo-copier machines, a machine should be at least seven years old or five lakhs of copies should have been generated on the old machine.
- (c) In case of refrigerators and air-conditioners, they should be at least seven years old.
- (d) Un-serviceable/ beyond repair items
- (e) Cost of operation and maintenance is high

3. For the purchase of the books/publication and periodicals by the library and the department/centers the Institute Library Advisory Committee shall frame and issue the policy and rules from time to time with the approval of Competent Authority.

4. The points, which are not covered by the purchase rules of the Institute, will be as per the GFR of the Government of India.

5. Any matter not covered by these rules and GFR may be referred to the Director.

Notes:

1. These rules may be revised as and when required but not later than 3 years.
2. For the purpose of this document Head is the Head of academic department/ Centre/ Unit/ Dean/ Registrar/ Estate and Works/ GATE/ JEE/ ICC/ IIC/ Library/ Hospital/ Students Activities etc.
3. E-procurement mode shall be made effective by 01 April 2018.



04 JAN 2018

Store Rules

Revised Addition

1. Classification of stores:

All stores procured shall be classified into following three categories:

- (A) Major Asset (MAS)
- (B) Minor Asset (MIA)/ Limited Life Time Asset (LLTA)
- (C) Consumable Stores (CS)

(A) Major Assets (MAS):

Stores satisfying any one of the following conditions shall be classified as major Assets.

- (i) Stores, which are intended to be used over, prolonged periods before becoming unusable and/ or obsolete.
- (ii) Any item, which is classified as Major Assets (MAS) by the standing committee (as given in note below) constituted for this purpose.

Examples: Laboratory Equipment, Assembled Instruments, Brass Ware, Flower Pots, Lamp Stand etc. Fabricated Instruments, Gas Cylinders, Almirahs Steel, Main frame computers/servers, Motors, Networking Devices, Plot Printers, Welding Machine, Workshop heavy equipment (lathe Machines, Drilling & Milling Machines, Power Saw, Wood Working Machines) etc.

(B) Minor Assets (MIA) or Limited Life Time Asset (LLTA)

Stores may be classified as Minor Assets or "Limited Life Time Assets" for the items with a life of 4-5 years. Examples: All Laboratory Equipment, (Power supplies, CVTs/CRO etc.), type writers, accessories and audiovisual systems, All room fixtures (door closers, blinds, boards, wall/ exhaust fan etc.), UPS, Wooden and Steel Furniture (chairs, tables, racks, trolleys, cabinet etc.), Battery chargers, Computer Accessories, Work Stations, Photocopying Machines, Multimedia Projectors, Cryogenic containers, Cyclostyling machines, Fume Hoods, Modems/hubs (Routers) switches, Personal Computers, Portable Generators, inkjet/laser printer Small portable electrical hand tools (Hand drill, planners, grinders etc.), Software, Telephone sets including mobile phones, Vacuum cleaners, desktop, palmtop calculators, CCTV cameras etc.

(C) Consumable Stores (CS):

Stores satisfying any of the following conditions shall be classified as Consumable Stores.

- (i) Stores, which exhaust with lapse of time.
- (ii) Stores, which are rendered unserviceable due to normal wear and tear.
- (iii) Stores, which have negligible disposal value.

Examples: Chargeable and non-chargeable batteries, Chemicals & plastic material, Components installed inside the Cabinet of the Personal Computers (motherboard, RAM, ports, Hard Disk, DVD, PCI cards etc.), Electrical items like plugs, tops, switches, fixtures, heater plates etc., Electronic Component like resistors, ICs, LED's, Transistors, Diodes, transformers, soldering iron and solder etc.), fabrication materials like Metal sheets, rods, wires, Glass and Quartz ware, Hand Tools (screw drivers, pliers, scissors, tools related to gardening and other tools etc.), plant pots. Light sources (bulbs, tubes, laser pointers etc.), Optical components like Lenses, Prism, Gratings, filters, optical fibers, patch cord etc., printer consumables (Ribbon, Cartridges etc.), Stationery items (papers, cutters, staplers, pens, pencils, alpenes, u-clips, sharpeners, dispensers, pen stands, CD covers etc.), tubing (copper, Aluminum, rubber, PVC etc.), umbrellas & raincoats, Workshop cutting tools (Bits, hacksaws, blades, drill bits, oil & coolants, files etc.), Capacitors, CD ROMs, CDs, Conductivity bridge, Connectors, Curtains, Daris / Carpets & other cloth items, Electric wires / UTP Cables / Optical Fibers, Electrodes, Floppies/pen drives, Handheld water sprayer/sprinkler, Heating mantles, Iron meter, Keyboard, mouse and speakers, Lab. Apparels (shoes, lab coats, goggles, aprons, gloves etc.), Magnetic tape, Medicines, Non electrical balance, pH meters, Plastic buckets. Room Heaters and Blowers, Shakers, Small Measuring components and instruments (current/volt/Ohm meters costing less than Rs. 10,000/-), Stirrer, Table covers, Thermostat, Torch, Water bath, Water distillation glass units, Water distillation stills etc.

NOTE: The Competent Authority may constitute a standing committee to resolve any confusion in classifying the assets not covered above.

2. General Rules:

1. Stock registers for all Major Assets, Minor Assets and Consumables should be maintained separately in each department and kept with the concerned Head of the department.
2. Stock Registers for Major Assets and Minor Assets shall also be maintained separately in each laboratory.
3. Stock Registers for Assets and consumables purchased under project shall be maintained separately by the concerned PI and at the closure of the project the items assets and consumables have to be transferred to the stock register of the Institute.
4. Stock Registers (for all Major Assets, Minor Assets and consumable items) for each Project shall be maintained separately (and kept with the concerned Laboratory/ P.I.) but all the assets shall also be entered simultaneously in the departments T & P register.
5. Details of the assets & consumables shall simultaneously be intimated to the Material Management Section by the different departments as and when purchase is made by them.

3. Store Verification:

The annual verification of all Major and Minor Assets of all laboratories in the Department shall be done by the verifying officer appointed by the Head of the Department and the O.C. laboratory at department level and also by a centrally appointed committee including a member of Material Management Section. On recommendations of the O.C. and verifying officers of all laboratories regarding the irrecoverable losses and losses due to stores lost, or rendered unserviceable due to fair wear and tear the Head of the Department /Centre/ Unit will constitute the committee for survey of unserviceable (Major & Minor Assets) in their respective department. This committee of the Department shall inspect such losses and fix their depreciated value. It will also pin-point responsibility for losses of items found short and shall recommend as to how these are to be made up/paid for by the individuals responsible for the loss. The report of the committee shall be considered by the Department Policy Committee and its recommendations in respect of major assets shall be sent to the Deputy Registrar / Assistant Registrar (Material Management) on prescribed Performa, for consideration by the Institute Technical Committee for writing off and disposal.

4. Writing off and disposal of Unserviceable Stores:

- (a) On the recommendation of DPC, the Head of the department may allow writing off the minor assets with intimation to the Deputy Registrar / Assistant Registrar (Material Management).
- (b) On the recommendation of DPC, the Head of the department may send the proposal for writing off the major assets to the Deputy Registrar / Assistant Registrar (Material Management).
- (c) The Competent Authority shall appoint an Institute Technical Committee which shall examine the proforma- sent by the Departments etc. and shall recommend the Major Assets which are actually unserviceable /beyond economic repair/beyond local repair, to be considered for writing off, by the Competent Financial authority. The Technical Committee may delete those items, which in its opinion, are serviceable or are not beyond local/economic repair. Thereafter, prescribed proforma will be forwarded to the Deputy Registrar/Assistant Registrar (Material Management), for consideration by the Competent Authority. The composition of the Technical Committee shall be as under:
 - (i) One Professor to be nominated by the Director for three years who shall be the Chairman.
 - (ii) One Faculty member/Officer nominated by the concerned Department/Limb of the Institute for a period of three years.
 - (iii) Two other Faculty Members as members to be nominated by the Director for a period of three years.
 - (iv) One Faculty Member/Officer as member from outside the concerned Department to be nominated by the concerned Department/Limb of the Institute for a period of three years.

(d) The recommendations of the Institute Technical Committee (ITC) are to be considered by the Competent Financial Authority (CFA) to write off as under:

CFA	Normal Wear & Tear, Individual Item Costing (Rs.)	Abnormal Wear & Tear, Individual Item costing (Rs.)
Head of the Deptt.	Nil	Nil
Director	Above 15000	Any amount
BoG	Above 20.00 lacs	Above 2.00 lacs

After approval of the Competent Financial Authority, a proper notification for writing off is to be issued by the Deputy Registrar/Assistant Registrar (Material Management)

5. Institute Disposal Committee:

The stores, written off, will be inspected and auctioned by the Institute Disposal Committee (IDC). The committee shall consist of the following members:

- (i) One Professor to be nominated by the Director, who shall be the Chairman for a period of three years.
- (ii) One Faculty member nominated by the concerned Department/Limb of the Institute for a period of three years.
- (iii) A Member Secretary to be appointed by the Director for a period of three years.
- (iv) An Assistant Registrar (Material Management) as the Joint Member Secretary to be appointed by the Director for a period of three years.

Items are required to be disposed in line with guidelines/rules of govt. for hazardous & non-hazardous items.

Notes:

1. These rules may be revised as and when required but not later than 3 years.
2. For the purpose of this document Head of the department (Head) is the Head of academic department/ Centre/ Unit/ Dean/ Registrar/ Estate and Works/ GATE/ JEE/ ICC/ IIC/ Library/ Hospital/ Students Activities etc.

Delegation of Financial Powers Rules (DFPRs)

Preamble:

Although the basic structure of organizational functions and powers of an institute are laid down in its Act and Statutes, a large number of rules and regulations, ordinances, policy decisions are formulated by the Board of Governors in the interest of consistency, efficiency, transparency and for regulating the fast growing activities of the institute.

Presently, the delegation of financial powers at IIT Roorkee is in scattered form and different sections work differently. In most of the cases delegation is not clear and in such cases files or documents are sent to a higher authority or different sections for approval/clarification without any value additions. In the absence of a comprehensive delegation of financial powers, undue delays have been observed and smooth functioning is hindered.

Delegations mirror the Institute's organizational structure and shared responsibilities. The authority held by any delegate is included in those held by that delegate's supervisor as a principle of "nested delegations". Deans/Heads/Faculty/officers are being empowered for efficiency and speedy processing.

In the context of changing economic and business scenario, introduction of Govt. Financial Rules, 2017 (GFR, 2017) and GST, use of online services, digital India mission, transparent and efficient governance and to prepare the consolidated delegation of power, a committee under the chairmanship of Prof Arun Kumar (Annex - 1) was constituted to prepare a document on delegation of financial powers for the Institute after reviewing the existing delegation of financial powers and taking into consideration the above said changes. The committee has gone through the existing delegations in all the offices/units, studied similar documents and practices in sister organizations and recommended the following document after due consultation with Heads of the departments/Centres/Units and Deans. For the purpose of this document Head of department (HOD) is the Head of Academic Department/Centre/ Unit/Dean/Registrar/Estate & Works/GATE/JEE/ CEC/Library/Hospital/ Student Activities etc.



04 JAN 2018

Subject	Description	Approved
1. Accounts	1.1 Approve annual audited financial statements.	BoG
Budgets		
2. Budgets	2.1 Approve annual Institute Budget Estimates.	BoG on the recommendation of Finance Committee
	2.2 Allocation and re-appropriation of funds. (within BOG approved Institute budget)	Director - Full power
	2.3 Allocation to different sections / units / departments	Dean (F&P) with the consent of the Director in consultation with concerned where applicable.
	2.4 Item-wise allocation within the sanctioned budget to the unit / section / department.	HoD (on the recommendation of DAC/advisory committee if applicable)
3. Travel		
3. Within India	3.1.1 Director	Self
	3.1.2 Experts/Examiners/ pertaining to Academic Programmes (UG/PG/PhD)	DoAA
	3.1.3 Activities under Dean SRIC	Dean SRIC
	3.1.4 Experts for selection committees	DoFA for Faculty Dean Administration for Non-Teaching Dean SRIC for the projects
	3.1.5 Dy Director / Deans / Registrar/ HoD's//Prof. Incharge/Chairperson/Co-ordinator, CEC, QIP/ET cell (other than project/course work)	DD/Director
	3.1.6 Faculty members including Travel under PDA and Group A officers (other than travel for Projects and Chairs) Guest in the department (including honoraria), students	HoD of the units / departments / sections within the allocated budget

Subject	Description	Approved
	(including students' tours), M. Tech / PhD admissions, Group B,C,D staff of Departments from Departmental travel funds (as per rules.)	
	3.1.7 Sponsored Research and Consultancy Projects	Principal Investigator
	3.1.8 Experts, participants and self for Courses related to Continuing Education Centre and QIP	Principal Investigator (Course- Coordinator)
	3.1.9 LTC etc - Teaching staff	DoFA
	3.1.10 LTC etc. - Non- Teaching staff	Dean, Administration
3.2 Travel outside India	Approve travel outside India.	Chairman BoG for Director
	For students	For others -Director Dean SRIC on the recommendation of Head and Dean Academic Affairs.
	Travel to India by foreigners/experts from outside India	Dean SRIC for activities under SRIC Dean (F&P) (other than SRIC activities)
3.4 Travel on medical grounds	3.5.1 Travel approval (as per entitlement) / Travel by ambulance	CMO
	3.5.2 Taxi approval for medical treatment	Chairperson, HAC
	3.5.3 Approval for Air Journey	Dean(F&P)
3.6. Deviation approval	Deviation approval (taxi, air, other) for destinations other than notified by the Institute	Dean (F&P)
4 Advances		
4.1 Travel	Approval of Travel advances	Travel sanctioning authorities

Subject	Description	Approved
advances		
4.2 Other advances	4.2.1 Temporary advances for projects	Dean SRIC
	4.2.2 Temporary advances for other than projects	Chairperson, HAC for medical treatment Chairperson JEE, GATE, P.G Admission for their offices Dean (F&P)
4.3 Imprest	4.3.1 For projects	Dean SRIC
	4.3.2 Imprest other than projects	Heads upto Rs. 20,000 Dean (F&P) above Rs 20,000
Budget/ Account Heads	5.1. Open / close budget / account heads	Dean SRIC for Projects
	5.2 Open / close bank accounts	Dean (F&P) for others
6. Investments	Make / break investments	Director: on recommendation of <i>Institute Investments Committee.</i>
7. Cash flow management	Intra and Inter-bank /account transfers (for inter budget head for cash management/advance/loan purposes/)	Dean SRIC for projects
		Dean (F&P) for others
8. Pre-Audit	Pre-audit of: - All purchase proposals (indigenous and imports) including rate contracts above Rs. 50,000 (in previous version it was Rs. 5.00 lakhs) - All payments and adjustment of advances above Rs. 5,000 (imports, salary, honorarium, overtime, pension, NPS, and all other personal claims excepted);	Dy. Registrar (Internal Audit)/Officer-in-charge - All payments and adjustment of advances above Rs. 2,000 (imports, salary, honorarium, overtime, pension, NPS, and all other personal claims excepted); - All purchase proposals (indigenous and imports) including rate contracts above Rs. 5.00 lakhs - E&W bills - All pay fixation, retirement / terminal benefits, leave encashment (on resignation / retirement), transfer of services, service matters

Subject	Description	Approved
	<ul style="list-style-type: none"> - E&W bills - All pay fixation, retirement / terminal benefits, leave encashment (on resignation / retirement), transfer of services, service matters impacting the finances etc. 	impacting the finances etc
9. Engagement of professionals	Engagement of auditors, tax consultants, actuaries, and lawyers, Consultants etc.	Dean (F&P) for auditors, tax consultants, actuaries etc. Registrar for lawyers etc. Dean SRIC: for SRIC office . DD/Director Full power (not covered above)
10. Write-offs	Write-off materials with normal wear and tear, individual item costing	Director: Up to Rs. 20 lakhs BoG: Full Powers
	Write-off materials / items for disposal, losses due to theft, fraud, negligence etc, abnormal wear and tear.	Director: Up to Rs. 2 lakhs BoG: Full Powers
11. Competent Authorities	Purchase Related Competent Authorities	1. For purchase/ orders up to Rs. 50,000/- is Head/ Principal Investigator (PI). 2. The online purchase up to Rs. 1 Lakh- from source within India and up to USD 2,000 from source in foreign country is Head/ PI. 3. For purchases from Rs. 50,000/- to Rs. 5 lakhs is the concerned Departmental purchase committee (DPC)/ Project Purchase Committee (PPC). 4. For purchases more than Rs. 5 Lakhs- and upto Rs 50 lakhs is the Dean (F&P)/Dean (SRIC) as required. 5. For purchase above Rs 50 lakhs DD/Director full power. 6. For purchases made by local purchase committee (LPC) up to Rs. 2.5 lakhs recommended by the Head/ PI and approved by Dean (F&P)/ Dean (SRIC) and

Subject	Description	Approved
		<p>above Rs. 2.5 lakhs to Rs. 25.0 lakhs by DD/Director on the recommendation of Head/PI and Dean(F&P)/Dean (SRIC).</p> <p>7. The annual maintenance/ service contract from the original equipment/ machines/ ACs manufacturer/ manufacturer's authorized supplier, for a value of maximum of 10% of the original cost for the first 2 years and thereafter 15% of the original cost or 110% of previous year AMC value by Chairperson of DPC/ PPC or Dean (F&P)/Dean (SRIC) or Director.</p> <p>8. Full service/ comprehensive maintenance from the original equipment/ machine/ manufacturer/ manufacturer's authorized supplier by Chairperson of DPC/ PPC or Dean (F&P)/Dean (SRIC) or Director.</p> <p>9. The repair work, spare parts, calibration from the original equipment manufacturer/ manufacturer's authorized supplier, calibration from NABL accredited laboratory by Chairperson of DPC/ PPC or Dean (F&P)/Dean (SRIC) or Director.</p>
12.Other delegations	12.1 (Purchase of) Land / Building	MHRD/Visitor: Full Powers
	12.2 (Renting of) Land / Building	Director: Full Powers
	12.3 Rent, Rates and Taxes	Director: Full Powers
	12.4 Motorized vehicles, for Institute and / or projects.	Director: Full Powers
	12.5 Uniforms, Badges, and related items for employees as well as others.	Dean Administration
	12.6 Institute Promotion and Publicity	Director: Full Powers
	12.7 Insurance	Director: Full Powers
	12.8 Demurrage and Wharf age	Officer-in-charge (MM):
	12.9 Freight Handling	Officer-in-charge (MM): Full Powers (in

Subject	Description	Approved
		<i>line with duly approved contract terms).</i>
	12.1(a) Gifts/Mementos/ souvenirs/ transfer of non -usable assets to social welfare (write off)	Director: Full Powers Dy. Director: Up to Rs. 2 lakhs Deans / Registrar / Deans/Heads/PI/: Up to Rs. 25,000
13. Books/ Journals	Books / Journals / Periodicals	Chairman LAC: Full Powers Librarian: Up to Rs. 1,00,000
14.Contracts	14.1 Sign Contracts/MOU (following administrative approval and / or expenditure sanction by the competent authority)	Dean SRIC: Full Powers for Projects including recruitment of project staff P.I. for all contracts / agreements pertaining to Projects, Research and Development with the approval of Dean SRIC Registrar: Full Powers (for all contracts/agreements related to General Administration including recruitment of personnel, advances and loans) IE E&W: Full Powers (for all contracts/agreements related to construction, maintenance, fabrication or manufacturing of buildings, machines or tools related to Institute's Works Department)
	14.2 Extension of contracts	Director: Full Powers Dean SRIC for projects
15.Variation/ Extensions in Purchase orders/ Contracts	15.1 Approve any and all variation(s) to earlier delivery period) Release of Earnest Money Deposit (EMD) / Performance Security;	Respective competent authority related to academic departments / units/ centres


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Subject	Description	Approved
	15.2 Except above: Any and all variation(s) to earlier approved terms of expenditure, including but not limited to: <ul style="list-style-type: none"> - extension of delivery period (with or without liquidated damages as per purchase order); - price increase against fixed-price contracts; - relax / waive EMD / Performance Security requirement; relax / waive compensation / loss due to failure of supplier / contractor. 	DD/Director
16. Confirmation of delivery and satisfactory installation	Confirm satisfactory delivery / installation / commissioning of ordered goods / services	Purchase Indentor
17. Payment procedure		
17.1 Pay orders of the bills	For Grants other than SRIC office and GATE/JEE/ examination For SRIC Office: GATE/ JEE	<ol style="list-style-type: none"> 1. Up-to Rs. 2 lakhs- single signatory (A.R or D.R. or Joint Registrar) 2. Above Rs. 2 lakhs and up-to 10 lakhs two joint signatory (A.R./D.R./Joint Registrar)(or in case of any of them is not available then Registrar) 3. Above Rs 10 lakhs two joint signatures any of D.R./Joint Registrar (or in case of any of them is not available then Registrar) and Dean (F&P)/Dean SRIC/ Chairperson (GATE/JEE) 4. Under emergent instances, Chairman GATE / JEE/ Dean (F&P)/Dean (SRIC) may be single signatory.
17.2 Signing the cheque/ instruction to bank for	For Grants other than SRIC office and GATE/JEE/ examination Similar	<ol style="list-style-type: none"> 1. Up-to Rs. 2 lakhs- single signatory (A.R. or D.R. or Joint Registrar) 2. Above Rs. 2 lakhs two joint signatory (A.R. / D.R./Joint

Subject	Description	Approved
digital payment	For SRIC office	Registrar (or in case of any of them is not available then Registrar) 3. Under emergent instances, Chairman GATE / JEE/ Dean (F&P)/Dean (SRIC) may be single signatory.
	GATE/ JEE or other special examination	
19. Provident Fund	Sanction temporary advance, withdrawals and final payments	Dean (F&P) : Full Powers

Note:

1. These delegation of financial power may be reviewed from time to time but not later than 3 years.
2. For specific needs, a faculty member or a Group 'A' Officer may be delegated financial powers equivalent to HoD, by the Director.
3. Director may delegate power for some matters to others as per the need.


04 JAN 2010

DEAN OF RESOURCES & ALUMNI AFFAIRS OFFICE
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

Report of the committee constituted by the Director to review the guidelines and selection process of IITR Distinguished Alumnus Awards

1. The Distinguished Alumnus Award (DAA) should be given to a person who has been awarded a degree from IIT Roorkee or its predecessor University of Roorkee to recognize his/her outstanding contributions in one of the five categories of the award. The contributions should be self-evident to the peers in the category.
2. Nominations for DAA should be invited from all over the world and anybody can nominate. The call seeking nominations should be widely publicized on the institute website, publications and by other means so as to reach the widest possible audience. The IIT Roorkee Alumni Association (IITRAA) may be requested for assistance in this regard so that good nominations are received from alumni belonging to all academic programs and departments of the University of Roorkee and IIT Roorkee.
3. The advertisement to seek nominations should be publicized in January/February and DAA should be given at the time of Convocation so that the life sketches and accomplishments of DAA recipients inspire the graduating students.
4. At most two awards in each category i.e. a maximum total of 10 awards can be given each year. All nominations should be received online by the DORA office. The nominations should be in one of the following categories:
 - a) Academic or Research Excellence
 - b) Excellence in Engineering or Technology Innovation
 - c) Managerial Excellence in Private, Public or Government Sector
 - d) Entrepreneurial Excellence
 - e) Excellence in Service to the Society
5. The nominations received during the last two years but not selected for the award would also be eligible for consideration, along with the fresh nominations.
6. The selection committee would consist of the following five members:
 - a) Director, IITR, Chair
 - b) Two persons of eminence (to be nominated by the BOG for two years)
 - c) DORA, IITR
 - d) One Institute Chair Professor (nominated by Director IITR for two years).
7. The recommendations of the committee would be sent to the Chairman, BOG for approval.

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REPORT OF THE THREE MEMBER COMMITTEE TO THE DISCIPLINARY AUTHORITY ON THE FOLLOW-UP ACTION ON THE CBI REPORT RELATING TO UPGRADATIONS/PROMOTIONS UNDER CAREER ADVANCEMENT SCHEME (CAS) CARRIED OUT AT NIT JAMSHEDPUR IN SEPTEMBER, 2011.

Preliminary

On the basis of Source Information alleging that during the year 2011 certain faculty members of NIT Jamshedpur were given promotions/upgradations under Career Advancement Scheme by violating the guidelines, rules and regulations of the Ministry of Human Resource Development, the Anti-Corruption Bureau of the CBI, Ranchi Branch Jharkhand had registered a Preliminary Enquiry (PE) No PE-02 (A) 2014 (R) against Professor Rajnish Srivastava, the then Director NIT Jamshedpur and others. The CBI submitted their report to the Ministry on 30.9.2014 recommending (i) regular departmental action (RDA) for major penalty against five professors including Professor Rajnish Srivastava; (ii) regular departmental action (RDA) for minor penalty against three professors and (iii) conducting fresh CAS process after cancelling the earlier process held in September, 2011. The Ministry referred the report to the respective disciplinary authorities of the alleged officers for necessary follow up action. As Professor Rajnish Srivastava the then Director NIT Jamshedpur, one of the alleged persons is a permanent Professor of MANIT Bhopal and disciplinary powers on him are exercised by the Board of MANIT Bhopal, the report was referred to MANIT Bhopal for follow up action.

2. The report was accordingly placed before the Board of Governors, MANIT Bhopal and pursuant to the decision of the 41st Meeting of Board of Governors held on 27.5.2015 taken vide Resolution No BOG 41 (2015-2)/B-2, MANIT Bhopal vide their Office Order No 11/10 (1)/336 dated 3.7.15, constituted a three Member Committee to examine the recommendations of the CBI in so far as these relate to Professor Rajnish Srivastava to enable the disciplinary authority to take a rational view on the findings/recommendations of the CBI report. A copy of the order constituting the committee is at Annexure A*.

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Background

3. The CBI report is in respect of the upgradations/promotions carried out at NIT Jamshedpur in September 2011 under Career Advancement Scheme. The said scheme was exclusively meant for technical institutions under 5th Central Pay Commission and stood discontinued with the notification of 6th Central Pay Commission on 18.08.2009. However, as CAS upgradation/promotion had not taken place in the previous 12 years in NIT Jamshedpur due to the then prevalent state of affairs at the Institute, which is a matter of record, MHRD vide their letter No.9-2/2011-TS-III dated 13/07/2011 granted special permission to NIT Jamshedpur for implementation of CAS (under 5th CPC). Pursuant to the special permission of the Ministry, the modalities of implementing the scheme were decided in the special meeting of Board of Governors held in August 2011 vide Resolution No. BOG/MIN/15/2011-08/01. Records reveal upgradations/promotions emerging as a result of the implementation of CAS were subsequently approved by the BOG in the meeting held in November 2011 at New Delhi which was attended, inter alia, by Joint Secretary, MHRD, the Director (Finance), MHRD and the other members under the Chairmanship of Shri B. Muthuraman (the then Vice Chairman, Tata Steel). The pay-fixation of these upgradations/promotions was done by the next Director viz the present one (Prof. Rambabu Kodali) with the approval of BOG under the Chairmanship of New Chairman, BOG, Dr. V.S. Chauhan. In other words, these upgradations/ promotions were also endorsed by the next Board of Governors also.

Summary Crux of the CBI Report

4. The report states that the Institute invited applications for upgradation/promotion from eligible faculty members as on the cut off date i.e. 1.7.2009 and a Scrutiny Committee was constituted, comprising of Assistant Registrar and three Deans (Professors) of NIT, Jamshedpur. The committee after scrutiny of the applications prepared a list of candidates found eligible for promotion/upgradation as Lecturer Senior Scale, Lecturer Selection Grade, Assistant Professor subjected to recommendations of the Selection Committee.

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5. The report states that a Selection Committee comprising of S/Shri Rajnish Srivastava, the then Director, NIT Jamshedpur (Chairman of the Selection Committee), Professor Deepak Khare, HOD, IIT Roorkee (Visitors Nominee), two nominees of the Board (Experts), one nominee of the Senate and the concerned HOD conducted the interviews during the period 9th September to 12th September 2011 for considering the cases of the eligible faculty members for promotion/upgradation. The report states that as per the Revised Career Advancement Scheme for Teachers of Degree Level Technical Institutions, issued by the Ministry of Human Resources and Development, Government of India, the minimum length of service for eligibility for promotion/upgradation to move into the various upper grades is to conform to the following norms:

S.No	GRADE	ELIGIBILITY
1.	Lecturer (Senior Scale)**	4 Years With Ph.D
		5 Years With M.Phil or M. Tech
		6 Years for others at the level of lecturer
2.	Lecture (selection grade)**/Assistant Professor	5 years as Lecturer Senior scale
3.	Professor	Assistant Professor with 8 years of service and Ph. D qualification.

** For promotion/upgradation from Lecturer to Lecturer (senior scale) and Lecturer (selection grade) it was compulsory to have attended a summer/winter school course of four weeks duration. For counting the service/experience for the faculty members for consideration of their eligibility for upgradation/ promotion under CAS (5th CPC), their length of service after joining NIT, Jamshedpur shall only be considered.

6. Elaborating further on the criterion for upgradation/promotion to the next higher cadre, the report states that the minimum marks to be

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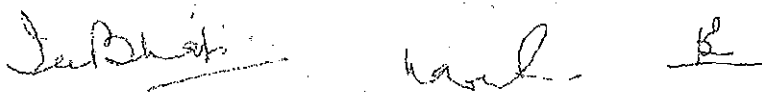
secured by a candidate in the interview for being eligible to be recommended for upgradation/ promotion to the next higher cadre shall be 60 uniformly for all the cases. Out of the 100 marks kept for the interview, 25 marks were for academic qualifications, 30 marks for Contribution and 45 marks for Performance in the interview.

7. The report states that the upgradation/ promotion process followed by NIT Jamshedpur was flawed as it did not strictly conform to the aforesaid laid down criterion and marks in some cases were wrongly awarded. The report contests the marks awarded by the Selection Committee in respect of seven specific cases named in the report and argues that the recommendations for upgradation/ promotion in respect of these seven cases have wrongly been made.

8. In addition to the above, the report cites the cases of 35 (though the details given in the report is of 38 cases - thus number is actually 38) other faculty members and argues that the recommendations in these cases did not conform to the aforesaid criterion in as much as they, the report states, were awarded marks by the Selection Committee even though they either did not have any 'Contribution' or had lesser 'Contribution' and of these 35, 16 faculty members did not attend the compulsory four weeks winter/summer course but were awarded marks for the same. The report states that if the marks awarded for the same are deducted, the candidates would not be eligible for promotion/upgradation to Lecturer (senior scale) and Lecturer (selection grade).

9. The report further states that 15 Lecturers in the senior scale were given the Selection Grade in four years instead of the mandatory period of five years. The report cites the specific cases of seven candidates and argues that even though they were eligible yet they did not get recommended by the selection committee.

10. The report states that Prof. Rajnish Srivastava, Chairman of the Selection Committee, Prof. Deepak Khare (Visitor's Nominee), Prof. Shambhu Saran (since retired), Prof. Y.P.Yadav, Prof. Ram Janam Singh and Prof. Ram Vinay Sharma, all members of the Selection Committee had been negligent in their duties in awarding marks to the beneficiary



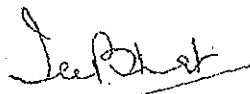
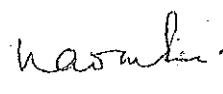
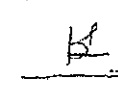
candidates for possession of the degree/PG degree/Ph.D Degree even though on the relevant dates, the beneficiary candidates did not possess the required academic qualifications. The report states that the experts who were also part of the Selection Committee were required to assess the candidates on the basis of their performance in the interview and were not concerned with award of marks pertaining to academic qualifications. The report further states that all members of the Selection Committee had been negligent in their duties in awarding marks to the beneficiary candidates for 'Contribution' even though on the relevant dates, the beneficiary candidates either did not have any 'Contribution' or had lesser 'Contribution'.

11. The report also finds fault with the members of the Scrutiny Committee viz. Prof. Shambhu Saran, Prof. S.B.L. Saxena, Prof. Madan Mohan Prasad and Shri Ram Pravesh Prasad, Assistant Registrar and argues that they too had been negligent in preparing the list of eligible candidate put up for consideration by the Interview Board by wrongly calculating the cut-off date of promotion as Lecturers (Selection Grade) by treating the eligibility period as four years instead of the mandatory period of five years.

CBI recommendations

12. The report makes the two specific recommendations viz (i) for alleged negligence in performance of their duties, initiation of major penalty proceeding against the Chairman of the selection committee and visitors nominee including all members of the scrutiny committee except one member (Prof. Shambu Saran) who has retired. (Total 5 Professors) and initiation of minor penalty proceeding against three professors who were members of the selection committee; (ii) cancellation of the proceedings of CAS held in NIT Jamshedpur in September 2011 and for conducting fresh CAS proceedings.

13. A copy of the CBI report is enclosed as **Annexure B***

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Defence of Professor Rajnish Shrivastava, Chairman of the Selection Committee.

14. The Chairman of the Committee after consultation with the members forwarded a copy of the report to Prof. Rajnish Shrivastava on 25.07.2015 seeking his comments on the report for the Committee to consider while formulating its views on the CBI report. Subsequently, the Committee asked Prof. Rajnish Shrivastava for personal appearance on 09.09.2015 at NIT, Transit House, New Delhi for clarifications on certain points. Accordingly Prof. Rajnish Shrivastava appeared before the Committee and while vehemently contesting the CBI Report defended the CAS process undertaken in Jamshedpur and explained its modalities and niceties in details. The committee deliberated on the response of Prof. Rajnish Shrivastava and decided to meet again on 25.09.2015 at MNIT, Jaipur. The committee asked Prof. Rajnish Shrivastava to submit his written response with specific clarifications on crucial points personally before the committee at MNIT, Jaipur on 25.09.2015. The written defence reply of Professor Rajnish Shrivastava is enclosed as **Annexure C.***

Analysis of the CBI Report

15. After going through the records of the CAS process undertaken by NIT Jamshedpur, defence of Prof. Rajnish Shrivastava, the Chairman of the Selection Committee, made through written and oral submissions by him, contents of the CBI report and arguments adduced therein and internal discussions in the Committee, the following positions/facts emerged:

16. Records reveal that the CAS process to which the CBI report pertains, was implemented through 12 Selection Committees (for 12 different departments) and in each Selection Committee, there were 5 external members and 1 internal member in addition to the Chairman, Selection Committee who was common in all the Committees. There were thus 84 individuals involved, all experts in their fields who had assessed the suitability of candidates in 126 interviews for upgradation/promotion under CAS resulting in 119 upgradations/promotions being recommended. 7 candidates did not come to be recommended owing to their unsatisfactory performance in the interview across all the three main components of the

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assessment format more specifically in the domain knowledge component which was found to be abysmally poor.

17. The Committee, to its utter surprise, found that, of 119 upgradations/promotions recommended by the Selection Committee in the subject CAS process, CBI in its report has faulted 84 (66%) recommendations. The alleged margin of error projected in the report has thus been so colossal that in the event of its being proved true, it will indeed shake the conscience of any right thinking professional or investigating agency. And more so in an educational Institute like NIT and in a transparent selection process involving 84 selectors of the level of Professors majority of which were external experts. No professional would accept that on its face value. Thus, when this Committee faced such a situation, it was indeed extremely keen to know as to how the CAS process and assessments made by 84 selectors, that too all experts in their fields, could have gone so horribly wrong in NIT Jamshedpur.

18. However when this Committee delved deep in to the entire CAS process undertaken by NIT Jamshedpur, a very different picture emerged. It emerged that it is not the CAS process undertaken by NIT Jamshedpur including its assessments that had gone horribly wrong but it was the CBI's own assessment/perception of the entire CAS process which had gone totally awry. The Committee found that CBI had made its own assessment of the entire CAS process without understanding the way assessments are made under CAS and had even gone to the extent of taking upon itself the entire responsibility of assessment of attributes of the candidates in all the three components of assessment-format (i.e. quality of qualification, holistic contributions / achievements and domain knowledge), which are inherently qualitative in nature, by replacing the assessment done by 12 different Selection Committees (one for each department) with each committee comprising of 7 members (five external & one internal in addition to Chairman). The result was bound to be disastrous and this is just what has happened. Only one example would suffice to bring home this fact i.e. in page 39 of the report, CBI says that: and we quote

"During the course of enquiry some instances regarding non-selection of a few eligible candidates under the Career Advancement Scheme came to light. It was revealed that seven

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candidates viz Shri S.K.Singh, Assistant Professor, Department of Mechanical Engineering, Shri Naresh Prasad, Assistant Professor, Department of Mechanical Engineering, Shri Lalji Prasad, Assistant Professor, Department of Mechanical Engineering, Shri S.N.Prasad, Assistant Professor, Department of Mechanical Engineering, Shri H.S. Prasad, Assistant Professor, Department of Mathematics, Shri Sripati Jha, Assistant Professor, Department of Mathematics and Shri D. Patel Assistant Professor, Department of Production Engineering were wrongly not recommended for upgradation/promotion as Lecturer(selection grade)/ Assistant Professor and Assistant Professor even though they were possessing Ph.D. degrees"

19. Now consider the factual position that emerged in respect of the aforesaid findings of CBI:

- In the upgradations, i.e. from Lecturer (Senior Scale) to Lecturer (Selection Grade)/Assistant Professor and Assistant Professor to Professor, Ph.D. was not the criteria for evaluation in the Assessment Format and therefore possessing or not possessing a Ph.D. did not have any bearing on the score of the candidate for either of these two upgradations.
- One out of the two candidates who were considered for upgradation/promotion from Assistant Professor to Professor was not recommended due to non-compliance of the criteria of 'Submission of 3 best written contributions' authored by the candidate (which has been duly recorded in the assessment sheet) and rest of the 6 candidates who were not recommended for upgradation/promotion have scored comparatively much less marks in the third component 'Domain Knowledge' as is evident from their respective Assessment Sheets.

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- Besides this, two out of these five candidates for upgradation/promotion from Lecturer (Senior Scale) to Lecturer (Selection Grade)/Assistant Professor were not even having a Ph.D. even though the CBI report indicates otherwise.

20. In view of the aforesaid factual position, there is no way they could have been recommended. On the contrary, their recommendation even on the face of poor performance in the interview and abysmally poor domain knowledge would have vitiated the whole assessment process. The aforesaid position reflects that CBI has failed to understand even the basic fact that possession of Ph.D. was not the only criterion for upgradation/promotion. Simply put, had that been the case, there was no need to hold the interviews or make the assessments. In other words, the Agency has failed to appreciate the bearing that possession of Ph.D. actually has for different stages of upgradations under CAS.

21. Not only that. 6 out of these 7 candidates appeared for TWO consecutive upgradations and the Selection Committee recommended them only for the FIRST upgradation. They were however not recommended for second upgradation due to their poor performance in the domain knowledge component. On pages 29, 34 & 37 the CBI report states that they were **wrongly recommended for the first upgradation** whereas the report on page 39-40 records that they have been **wrongly not recommended** for their SECOND upgradation/promotion by the same selection committee.

22. See the Ironic contradiction. If the first upgradation would be wrong, the second would automatically become null and void. Not that the CBI did not understand this basic logic. In fact this logic viz if the first upgradation is wrong, the second becomes automatically wrong has been advanced by CBI at many other places of the report.

23. When the Committee, during oral submissions on 25.09.2015 by Prof. Rajnish Shrivastava, the then Director, NIT Jamshedpur and the Chairman

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of the Selection Committee in the subject CAS process, asked him to clarify on the aforesaid finding of the CBI, he not only reflected the aforesaid position but also presented before the committee detailed analysis of marks secured by these candidates. (Annexure D.)*

24. And the reasons as to why the CBI has tried to trash the whole assessment of the experts of varied subjects by substituting their assessment with their own was not far to seek. It emerged that the Investigation has failed to appreciate the fact that it is essentially an academic evaluation of qualitative attributes of the candidates and therefore, it can best be done through the collective wisdom of the committee of experts with relevant background which is competent to evolve its own mechanism for conversion of qualitative attributes into quantitative metrics on rational basis to eliminate the inherent subjectivity of qualitative assessment to the extent possible. It failed to understand that it is by design that the Selection Committee is constituted with a blend of experts with required backgrounds (like domain knowledge, administrative experience, supervisory experience, neutral observers etc.) to ensure best possible combination of expertise for the rational assessment of the holistic competence of the candidate. The Investigation also did not even take cognisance of a naturally obvious indication that any process which involves 84 experts with majority of them being external, has very rare chances of going wrong.

25. It thus emerged that the huge margin of this error reflected in the CBI report has primarily been due to the difference in perception of the Investigation and the Selection Committee in the matter of academic assessment and evaluation of candidates.

26. It is an undisputed fact that when one tries to tread into an alien territory throwing caution in the wind or in an issue which is of a scholastic and technical nature, without adequately understanding its intricacies and complexities, the consequences are bound to be disastrous as has happened in the present case. The following specific example would bring home this fact.

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*not enclosed.

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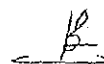
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27. In pages 20 to 27 of the report, the CBI report states that 7 out of 11 candidates have been awarded 5 marks for PG degree though on the relevant date the candidates did not possess PG degree and if these 5 marks are deducted they would not be eligible for upgradation/promotion. In the perception of the investigating agency the crucial date for the Scrutiny Committee and the Selection Committee is supposed to be the same. The conclusion reached thus is that 7 candidates have been wrongly assessed and have wrongly been recommended for upgradation/promotion. And based on their assessment, the report holds the concerned experts guilty of negligence for which they have been recommended for major/minor penalties. Now consider the factual position which emerged as under:

- a. In the case of all the seven faculty members, their Date of Eligibility for their promotion to the Post of Lecturer (Senior Scale) had been rightly given by the Scrutiny Committee by counting their six years of service/experience from their Date of Joining and as on that date, they had not acquired a PG Degree, therefore, their qualification was taken as B.Tech. (UG) only.
- b. All the seven faculty members had already acquired a PG Degree on their respective Dates of Interview and therefore, they have rightly been awarded 5 marks for their PG Degree in the Interview by the Selection Committee.
- c. The perception of the investigating agency that the crucial date for the scrutiny committee and the selection committee is supposed to be the same is wrong. The factual position is that the scrutiny committee decides the date of **eligibility** whereas the Selection Committee assesses the **suitability** of the eligible candidate. Thus, the Selection Committee has rightly given the weightage of PG qualification to all the **7** (seven) candidates as all of them had PG on the date of interview (and also on the cut-off date i.e. 01.07.2009). The Committee has also







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found that all the seven candidates had been given the date of eligibility by the Scrutiny Committee as per their qualification in accordance with norms.

28. As such, we did not find any mistake/lapse either on the part of the Scrutiny Committee in deciding their Date of Eligibility for Lecturer (Senior Scale) or on the part of Selection Committee in awarding 5 marks for PG qualification in the personal interview in respect of these 7 candidates.

29. The Anti-Corruption Branch of the CBI-Ranchi which conducted the present investigation and prepared the subject report **did not find any corruption angle or mala fide in the whole CAS process** on the part of any member of the Scrutiny Committee or of the Selection Committee including against Professor Rajnish Shrivastava, the then Director, NIT Jamshedpur and the Chairman of the Selection Committee. This has been admitted by CBI and has been clearly stated at page 43 & 44 of the report.

30. As is evident from pages 1-15 of the report, the investigation was initially started against 11 suspected/accused persons based on the source information. However, the report finally recommended 'No Action' against any of these persons (page 45-46). Obviously nothing emerged against them which in other words also mean that their source information on the basis of which they commenced investigation was suspect and wrong.

31. Even on the face of aforesaid facts, the Agency chose to throw the caution into wind and made recommendations which in the event of being accepted on face value are likely to have grave consequences and repercussions in all technical educational institutions. Such rash recommendations, which are based on conclusions drawn from incorrect/misplaced understanding of the selection process as brought out in this report, are likely to discourage and demotivate any professor of any of the NITs/IITs to associate himself with any selection process in any of the NITs or other technical institutions in future. Not only that. Any action on these wrong and clumsy recommendations have the potential of not only throwing the Institute and the Ministry into immediate litigation but

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also of spoiling the career and reputation of the experts against whom the recommendations have been made without any lapse or fault.

32. CBI failed to appreciate the fact that one cannot call into question an assessment process on the basis of mere allegations which are not supported by any shred of evidence and that too an assessment made by 12 Committees involving 84 persons – each expert in his field – and if one does that, one is bound to falter. Even Courts do not do that and do not go into the merits of such selections until and unless there is very strong prima facie evidence to prove that the assessment process is so farcical and corruption ridden that it will shake the confidence of any right thinking individual or civil society in the system.

33. Even after finding no evidence of corruption or mala fide on the part of any person involved in the CAS upgradation/promotion process, it did not exercise restraint and continued with the investigation. And look where it led CBI to. It faults 38 more recommendations. At pages 27 to 37 of the report, it states and we again quote:

"Enquiry has further revealed that apart from the aforesaid candidates, 38 faculty members were awarded marks by the Selection Committee even though they either did not have any 'Contribution' or had lesser 'Contribution'. Further, 16 faculty members did not attempt the compulsory four weeks winter/summer course but were awarded marks for the same. If the marks awarded for the same are deducted, the candidates would not be eligible for upgradation/promotion to Lecturer (senior scale) and Lecturer (selection grade)."

34. The factual position that emerged viz a viz the aforesaid comments of CBI is that in the subject CAS process-minimum qualification & minimum length of service required for eligibility was to be the ONLY MANDATORY criteria and summer/winter school etc. was not mandatory. It emerged that the MHRD while granting its permission to NIT Jamshedpur vide F.No. 9-2/2011-TS-III dated 13th July, 2011 had specified that:

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"The matter regarding implementation of the Career Advancement Scheme (CAS) in NIT-Jamshedpur has been considered in consultation with the IFD, and it has been decided that the matter relating to extension of CAS benefit under Vth CPC regime may be left to be decided by the Institute itself as it has nothing to do with the recommendations of the Sixth Central Pay Commission regarding the scale of pay."

35. In pursuance of the above permission of MHRD, the BOG convened a special meeting (15th) to decide the modalities for implementation of CAS, which included following guiding resolution (No. BOG/MIN/15/2011-08-01)

"No single criteria other than the minimum qualification & minimum length of service required for eligibility will eliminate the candidate from being called for the interview to appear before the Selection Committee for the consideration of next up-gradation/promotion as due to him/her."

36. CBI finding fault with 38 recommendations under reference shows that it failed to comprehend the exact meaning, spirit and import of the aforesaid decision of BOG which in effect meant that minimum qualification & minimum length of service required for eligibility was to be the ONLY MANDATORY criteria for the said CAS process.

37. Thus the Committee did not find any merit even in the aforesaid conclusion of CBI. This conclusion in fact reflects the extent to which one can falter when one takes the risk of treading into scholastic and technical issues without adequately understanding its intricacies and complexities. It yet again reflects wide difference in conceptual understanding of the candidate's contributions/achievements during the review period vis-à-vis assessment of the candidate by the Selection Committee in the interview which is based on his holistic contributions/achievements as on the day of the interview.

38. In internal discussions in the Committee, it emerged that CBI finding fault with these 38 cases is the result of its failure to understand that the significance of review period in the CAS upgradation is limited only to the

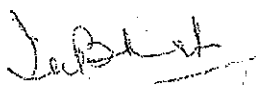
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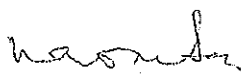
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fixation of the Date of Eligibility for the consideration of upgradation in addition to the minimum qualification. It further failed to understand that proper assessment of a candidate in the interview by the Selection Committee can logically be done by taking into account a candidates academic qualification, his contribution and achievements and other factors including the level of domain knowledge as **on the day of interview** simply because the domain knowledge of the candidate at the **end of the Review Period** (which in the present case is invariably more than five years back) cannot be assessed. It can only be assessed on the day of interview and therefore the quality of academic qualification acquired by him (viz first or second division etc.) and his contributions & achievements will also be required to be assessed on the day of interview to ensure common denominator for rationality of assessment:

39. The Investigation has also not acknowledged the very requirement of collective assessment through the personal interview by the Selection Committee consisting of many members, which is necessary for the elimination of subjectivity (to a maximum possible extent) of the assessment process, wherein intangible attributes of the candidate, which are not directly measureable, are required to be evaluated in quantitative terms for rationality of assessment. In other words, the Investigation has failed to appreciate the difference between **output** (quantifiable) and **outcome** (which is the ultimate result of the output of the candidate).

40. The Committee found that the CBI has failed to even differentiate Promotion as '*general term*' and upgradation/promotion *under CAS*. It failed to understand that a normal promotion is based on the assessment/evaluation of domain knowledge in the specific/desired field to judge the suitability of the candidate for the particular requirements of the job in addition to the minimum qualification and experience, whereas upgradation/promotion under CAS is considered based on the holistic assessment of the candidate in totality with regard to his teaching proficiency, contribution in various ways such as participation in organizing activities of the department/institution, development of courses and curricula, contribution in the laboratory, examination related works,







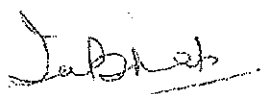
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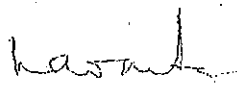
facilitating and guiding students for projects, research etc., preparation of lecture material, research publications, report writing, academic and field consultancy, contribution and participation in extension activities of the department/institution, other similar academic and co-curricular contributions like student counselling, wardenship, sports in-charge, coordinator of various student activities/programs, participation in corporate life of the institution besides minimum required qualification and experience.

41. Prof. Rajnish Shrivastava, the Chairman of the Selection Committee during his oral interaction with the Committee on 25.09.2015 as also in his written defence statement explained that the aforesaid attributes were assessed/evaluated by the collective wisdom of the Selection Committee along with the qualitative assessment/evaluation of the candidate's academic qualification and domain knowledge in a duly approved format wherein 25/15 marks were kept for quality of the academic achievement, 30/40 marks for the holistic professional contribution of the candidate and 45 marks for his domain knowledge as on the day of interview. He explained before the Committee that the holistic professional contribution of the candidate was assessed/evaluated under the following FIVE categories:

- 1) Participation in Continuing Education Program (Short Course/Conf. etc.)
- 2) Contribution to Academic Life of Institute (Lab Dev./Exam Work)
- 3) Research Contribution (Publication/Books/Reports, etc.)
- 4) Extension/Field Outreach Activities (Research Projects/Consultancy/Org. of Tech. Prog., etc.)
- 5) Contribution to the Institute Corporate Life

42. It is true that being essentially qualitative in nature, the professional contributions of the candidate under above mentioned 5 categories can only be assessed through the expertise and wisdom of blend of experts of required background to maximize the rationality/objectivity in an inherently subjective assessment, that is precisely the purpose of a Selection







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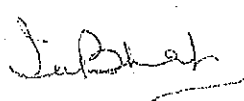
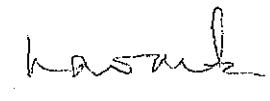

Committee which in the instant case comprised of FIVE external members and ONE internal member in addition to the Chairman of the Selection Committee, as per the statutory norms.

43. Prof. Rajnish Shrivastava in his written defence statement and during oral interaction before the Committee on 25.09.2015 vehemently defended these recommendations. The Committee found his defence satisfactory as it reflects the correct position. He also pointed out to the Committee that the report has nowhere found any inconsistency or disparity in application of decided criteria across all the upgradations/promotions in all the 12 departments and the criteria had been duly approved by the BOG. The BOG being the Appointing Authority is competent to approve the criteria.

44. In view of the foregoing position, there is no irregularity in any of these 38 recommendations. Thus, observations & findings of CBI in this regard are also without merit and clumsy as explained and brought out above.

45. CBI is a professional investigative agency. NITs are professional academic institutions. When one professional institution tries to encroach upon the authority of the other and tries to take over the other's role, there are bound to be consequences. This fact did not dawn on CBI. When **mala fide or corruption angle did not emerge during preliminary investigation**, not only prudence but even due diligence demanded Anti-Corruption Branch of CBI-Ranchi which conducted the present investigation to exercise caution and if they still had any doubts about the procedural aspects of the selection process, the best course would have been to refer the matter to the Ministry for such action the Ministry would have deemed fit. However, CBI did not do that and continued with their assessment with impunity. And now see the result.

46. In the last para at page 37 of the report, it states that 15 Lecturers in Senior Scale were given the Selection Grade in FOUR years instead of the mandatory period of FIVE years. Even this conclusion was found to be without merit. The Committee found that the said conclusion is the result

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of CBI not taking cognizance of the AICTE Circular issued vide F.No. FD/PSSC/Clarif./2002/1 dtd.03.01.2003 which inter alia provides that for movement in the scale of Asst. Professor/Selection Grade Lecturer through Career Advancement Scheme, minimum experience required as Lecturer in Senior Scale is FOUR years.

47. The Committee found that all the **15** Lecturers (Senior Scale) have been rightly given upgradation/promotion as Lecturer (Selection Grade)/Assistant Professor in FOUR years (i.e. by allowing ONE year relaxation) in view of the above referred AICTE Circular dated. 03.01.2003. The applicability of the position indicated in the said circular dated 03.01.2003 stands established from MHRD Office Memorandum No.F.20-18/2003-TS-III dated 17.08.2004, which inter alia states that the clarifications issued by AICTE before 10.09.2003 are applicable to NITs.

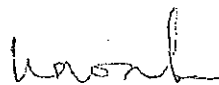
48. In the light of the aforesaid AICTE circular, it stands clearly established that the Scrutiny Committee had correctly prepared the list of the eligible candidates for the consideration by the interview board by rightly calculating the date of eligibility for upgradation/promotion as Lecturer (Selection Grade)/Assistant Professor by treating the eligibility period as FOUR years. It is obvious that the said circular of AICTE did not come to the notice of CBI resulting in the said conclusion.

Conclusion & Recommendations

49. It emerges from the facts as brought out above and the analysis of the CBI report and recommendations in the preceding paras, that there is no merit whatsoever in the report which has been the result of CBI failing to understand even the basics of how upgradations/promotions are made under CAS. The finding of the CBI has thus been a result of:

#failure to differentiate between promotion as a **general term** and **promotion/upgradation under CAS,**

#difference in perception of the Investigation and the Selection Committee in the matter of assessment and evaluation of candidates in the interview



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based on his holistic contributions/achievements as on the **Day of Interview** versus contributions/achievements of the candidate during the **Review Period**,

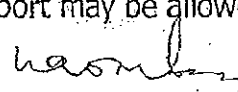
#incorrect understanding of the **eligibility** (which is decided by the Scrutiny Committee) versus **suitability** of the eligible candidates (which is assessed by the Selection Committee)

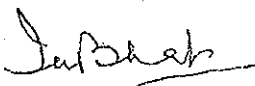
inaccurate perception of the Investigation about **assessment of the domain knowledge** of the candidate in the interview versus his/her **holistic assessment in totality** which includes i) quality of academic qualification, ii) contributions/achievements and iii) domain knowledge, and

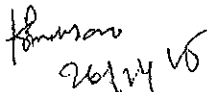
failure to take cognizance of AICTE Circular dated 03.01.2003.

50. In view of the above facts and the independent analysis of the CBI report, it is quite evident that the Investigating Agency attempted to tread in an unknown domain and tried to form and superimpose its perceptions on a process, whose fundamentals it failed to grasp. All this, when neither the source information was found to be correct, nor was any evidence of mala fide or corruption found.

51. As the recommendations of the CBI have flowed from the misplaced/incorrect understanding of the CAS process in NIT Jamshedpur as brought out above, there is no way that the same can be acted upon as these are of no consequence. The Committee therefore recommends that the disciplinary authority may disagree with the CBI findings and recommendations on the grounds as brought out in this report and the report may be allowed to rest under intimation to the Ministry.


[Navin Soi] 26.11.2015
Jt. Secy.(Retd.)-MHRD
Member


[I.K. Bhat]
Director (NIT-Jaipur)
Chairman


[K.S. Mahajan]
Under Secy. (Vig.)(Retd.)
Member

Subject: Administrative Approval and Expenditure Sanction (AA&ES) to the Work of Modernization and Modification in MRC, Azad Wing, GP and AN Khosla Hostel at IIT Roorkee.

The subject cited work has been awarded to CPWD vide our letter No. E&W/IE/193 dated July 14, 2017 after signing MOU on dated 7-6-2017. The preliminary estimate Rs. 7.93 Crores envisage following provisions, ~~has been~~ submitted by the SE, CPWD, Dehradun Circle vide their letter No. 23(w)/49/DCC/1516 dated 23-8-2017.

S.No.	Description	Amount in Rs.
1.	Civil & Electrical work	64586732.00
2.	GST @18% Provision	11625612.00
	Sub Total (1+2)	76212344.00
3.	Provision of labour cess @1%-on (1+2)	762123.00
	Sub Total (1+2+3)	76974467.00
4.	Add Contingency @3% (1+2+3)	2309234.00
	Grand Total (1+2+3+4)	79283701.00
	Say	79300000.00

It is further highlighted that GST has been charged on the prevailing rates notified by the Government, however it is proposed that it would be paid as applicable and as per Government Notification issued from time to time during the currency of work.

As per condition no. 11 of the MOU we have to pay 20% of the sanctioned estimate as a first installment to the CPWD for this deposit work.

You are requested to kindly grant AA&ES to the preliminary estimate amounting to Rs. 7.93 Cr.

If approved an amount of Rs. 1.586 Cr may be released to the CPWD as per condition of the MOU.

[Signature]
Institute Engineer

Dear Sir,

Director

Forwarded for administrative approval of Rs. 7.93 Cr and release of 20% to CPWD as per signed MOU.

[Signature]
Dean Infrastructure

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Pl. examine -
Dean, F&P *[Signature]* 4/9/17

निदेशक/Director
भा. प्रौ. सं. रुड़की
I.I.T. Roorkee

04 JAN 2018

भारत सरकार
केन्द्रीय लोक निर्माण विभाग

राज्य— उत्तराखण्ड मण्डल — आई.आई.टी. रुड़की परियोजना मण्डल शाखा — भवन एवं सड़क
प्राक्कलन संख्या :/ आई.आई.टी.आर.पी.डी. / 2017-18

कार्य का नाम — Modernization and modification in MRC, Azad Wing, GP and A N Khosla hostel
at IIT Roorkee, Roorkee, Uttarakhand.

निधि:

मुख्य शीर्ष :
लघु शीर्ष : डिपॉजिट कार्य
विस्तृत शीर्ष :

यह प्रारम्भिक प्राक्कलन, जिसकी अनुमानित लागत मूल्य सूचकांक, आकस्मिक व्यय, लेबरसेस एवं जीएसटी सहित ₹ 7,93,00,000/- है, श्री अमन सचान, कार्यपालक अभियन्ता, आई.आई.टी. रुड़की परियोजना मण्डल, के०लो०नि०वि०, रुड़की द्वारा संरचित है और अग्रिम कार्रवाई हेतु श्री. हरबंस सिंह, कार्य. अभि.(यो.), देकेपरि, केलोनिवि, देहरादून द्वारा परिष्कृत किया गया है।

रिपोर्ट

इतिहास :

प्रारम्भिक प्राक्कलन जिसकी अनुमानित लागत राशि ₹ 7,93,00,000/- सक्षम अधिकारी से प्रशासनिक अनुमोदन एवं व्यय स्वीकृति प्राप्त करने हेतु तैयार किया गया है। The Dean Infrastructure ने अपने पत्रांक E&W/IE/193 Dated 14/07-2017 द्वारा विभिन्न कार्य Modernization and modification in MRC, Azad Wing and GP Hostel (136 rooms) एवं Modernization and modification in AN Khosla Married Hostel के प्रारम्भिक प्राक्कलन हेतु अनुरोध किया है जिन्हें के०लो०नि०वि० द्वारा कराया जाना प्रस्तावित है।

अभिकल्पन एवं विस्तार :

यह प्रारम्भिक प्राक्कलन संस्थान अभियन्ता, आई.आई.टी. रुड़की द्वारा दिये गये निर्देशों एवं दिनांक 01.08.2017 को हुई बैठक में किये गये निर्णयों को समाहित करते हुये निम्न छात्रावासों के Modernization and modification हेतु तैयार किया गया है।

1. ए.एन. खोसला छात्रावास : इस भवन में कुल 60 कमरे हैं। जिनमें Flooring, Finishing, renovation of toilet, Repair/Replace of damaged door/windows, Replacement of existing CI & GI lines तथा आवश्यक वैद्युत कार्य कराया जाने का प्रावधान है।
2. जी.पी. , आजाद विंग एवं एम.आर.चौपड़ा छात्रावास : तीनों भवनों को मिलाकर कुल 136 कमरों में कार्य करवाया जाना है। जिनमें Flooring, Finishing, renovation of toilet, Repair/Replace of damaged door/windows, Replacement of existing CI & GI lines तथा आवश्यक वैद्युत कार्य कराया जाने का प्रावधान है। एम.आर.चौपड़ा छात्रावास में सम्पूर्ण रूप से वैद्युत कार्य को कराये जाने का प्रावधान किया गया है।
3. कॉरिडोर एवं सीड़ियों में कोटा स्टोन का प्रावधान किया गया है।

विनिर्देश : कार्य के०लो०नि०वि० विनिर्देश 2009 (भाग- प्रथम एवं द्वितीय) एवं संशोधित पर्यियों के अनुसार कराया जायेगा।

दरें : डी०एस०आर० 2016 तथा बाजार दर पर आधारित है।

लागत : ₹ 7,93,00,000/- मूल्य सूचकांक, आकस्मिक व्यय, लेबरसेस एवं जीएसटी सहित ;

विधि : निविदा आमन्त्रण के बाद अनुबन्ध द्वारा कार्य करवाया जायेगा।

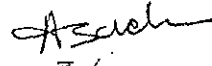
भूमि : उपलब्ध है।

कार्य प्रभारित कर्मचारी : इसकी पूर्ति आकस्मिक निधि से की जायेगी।

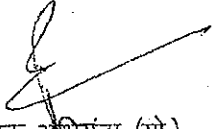
- समय :
1. निर्माण से पहले का समय - 1 माह
 2. निविदा प्रक्रिया - 1 माह
 3. निर्माण समय - 12 माह
 4. कुल समय - 14 माह



सहा. अभि/आईआईटीप्रोमं



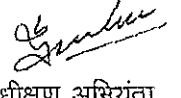
कार्य. अभि/आईआईटीप्रोमं



सहायक अभियंता (यो.)
देहरादून केन्द्रीय परिमंडल
केलोनवि, देहरादून।



कार्यपालक अभियंता (यो.)
देहरादून केन्द्रीय परिमंडल
केलोनवि, देहरादून।



अधीक्षण अभियंता
देहरादून केन्द्रीय परिमंडल
केलोनवि, देहरादून।




04 JAN 2010


ABSTRACT OF COST

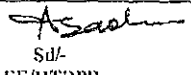
Name of Work : Modernization and modification in MRC, Azad Wing, GP and AN Khosla Hostel
at IIT Roorkee, Uttrakhand.

Sl. No.	Description	Amount	Electrical Provision
(A)	Civil work-		
1	BRICK WORK	1096677.00	
1	MARBLE & GRANITE WORK	2190799.00	
2	WOOD & PVC WORK	7439560.00	
3	STEEL WORK	880633.00	
4	FLOORING	13170143.00	
5	ROOFING	370479.00	
5	FINISHING	9386418.00	
6	REPAIRS TO BUILDINGS	868059.00	
7	DISMANTLING AND DEMOLISHING	542219.00	
8	SANITARY INSTALLATIONS	8085516.00	
9	WATER SUPPLY	1496174.00	
10	DRAINAGE	314070.00	
11	WATER PROOFING	5395782.00	
12	CREDIT ITEMS	-235900.00	
Total (A)		51000629.00	
Add 19.61% Cost Index on DSR Item i.e. Rs. 4,19,15,912/-		8219710.00	
Grand Total		59220339.00	
Grand Total (Civil + Electrical)			64586732.00
Add GST @ 18%			11625612
Total			76212344.00
Add Labour cess @ 1%			762123.00
Total			76974467.00
Add contingencies @ 3%			2309234
Total Cost			79283701.00
Say			79300000.00


Sd/-
AEP/ITRPD

Assistant Engineer (P)
Dehradun Central Circle
CPWD, Dehradun


Executive Engineer (P)
Dehradun Central Circle
CPWD, Dehradun


Sd/-
EE/ITRPD

Superintending Engineer
Dehradun Central Circle
CPWD, Dehradun

Abstract of Cost Original Estimate (Civil Works)

Name of work: Modernization and modification in MRC, Azad Wing, GP and A N Khosla hostel at IIT Roorkee, Roorkee, Uttarakhand

Item No.	Description	Qty	Unit	Rate	Amount
		For 196 Rooms			
SH 1:	BRICK WORK				
1.1	Brick work with common burnt clay F.P.S. (non modular) bricks of class designation 10 in superstructure above plinth level up to floor V level in all shapes and sizes in :				
1.1.1	Cement mortar 1:6 (1 cement : 6 coarse sand)	78.00	cum	5582.85	435462.00
1.2	Half brick masonry with common burnt clay F.P.S. (non modular) bricks of class designation 10 in superstructure above plinth level up to floor V level.				
1.2.1	Cement mortar 1:4 (1 cement :4 coarse sand)	392.00	sqm	684.20	268206.00
MR	Providing and laying in position C.C. in sunken floor of specified grade excluding the cost of centring & shuttering - All work upto floor V level.				
	1:5:10 (1 cement : 5 coarse sand : 10 graded brick aggregate 40 mm nominal size)	98.00	cum	4010.30	393009.00
	Sub-total				1096677.00
SH 2:	MARBLE & GRANITE WORK				
2.1	Providing and fixing 18mm thick gang saw cut mirror polished premoulded and prepolished, machine cut for kitchen platforms, vanity counters, window sills , facias and similar locations of required size, approved shade, colour and texture laid over 20mm thick base cement mortar 1:4 (1 cement : 4 coarse sand) joints treated with white cement, mixed with matching pigment, epoxy touch ups, including rubbing, curing, moulding and polishing to edges to give high gloss finish etc. complete at all levels.				
2.1.1	Granite of any colour and shade				
2.1.1.1	Area of slab over 0.50 sqm.	635.00	sqm	3113.30	1976946.00
2.2	Providing edge strip of 100 mm width prepolished and premoulded fixed to stone slab with suitable adhesive . including machine polishing to edge to give high gloss finish etc. complete as per design approved by Engineer-in-Charge.				
2.2.1	Granite of any colour and shade	529.00	mtr	245.70	129975.00
2.3	Extra for providing opening of required size & shape for wash basin/ kitchen sink in kitchen platform, vanity counter and similar location in marble/Granite / stone work, including necessary holes for pillar taps etc. including moulding, rubbing and polishing of cut edges etc. complete.	196.00	each	427.95	83878.00
	Sub-total				2190799.00

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Item No.	Description	Qty	Unit	Rate	Amount
SH 3:	WOOD & PVC WORK				
3.1	Providing wood work in frames of doors, windows, clerestory windows and other frames, wrought framed and fixed in position with hold fast lugs or with dash fasteners of required dia. & length (hold fast lugs or dash fastener shall be paid for separately).				
3.1.1	Second class teak wood	7.00	cum	92743.05	649201.00
3.2	Providing and fixing ISI marked flush door shutters conforming to IS: 2202 (Part I) decorative type, core of block board construction with frame of 1st class hard wood and well matched teak 3 ply veneering with vertical grains or cross bands and face veneers on both faces of shutters.				
3.2.1	35 mm thick including ISI marked Stainless Steel butt hinges with necessary screws.	247.00	sqm	2488.95	614771.00
3.2.2	25 mm thick (for cupboard) including ISI marked nickel plated bright finished M.S. Piano hinges IS: 3818 marked with necessary screws.	980.00	sqm	2129.10	2086518.00
3.3	Extra for providing lipping with 2nd class teak wood battens 25 mm minimum depth on all edges of flush door shutters (over all area of door shutter to be measured).	1227.00	sqm	365.85	448898.00
3.4	Providing and fixing wire gauge shutters using galvanized M.S. wire gauge of average width of aperture 1.4 mm in both directions with wire of dia 0.63 mm, for doors, windows and clerestory windows with hinges and necessary screws:				
3.4.1	35 mm thick shutters.				
3.4.1.1	With ISI marked stainless steel butt hinges of required size - Second class teak wood.	247.00	sqm	3040.30	750954.00
3.5	Providing & fixing curtain rod of 1.25 mm thick stainless steel tubes with two stainless steel brackets, end finials fixed with S.S screws and plastic sleeves etc, wherever necessary complete with rings all as approved by Engineer in charge				
3.5.1	25 mm dia.	686.00	metre	472.40	324066.00
3.6	Providing and fixing aluminium sliding door bolts ISI marked anodised (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour or shade with nuts and screws etc. complete :				
3.6.1	300x16 mm	196.00	each	212.45	41640.00
3.7	Providing and fixing aluminium tower bolts ISI marked anodised (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour or shade with necessary screws etc. complete :				
3.7.1	300x10 mm	196.00	each	99.70	19541.00
3.7.2	250x10 mm	392.00	each	88.10	34535.00
3.7.3	150x10 mm	1568.00	each	64.30	100822.00

Item No.	Description	Qty	Unit	Rate	Amount
3.8	Providing and fixing aluminium pull bolt lock, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour and shade with necessary screws bolts, nut and washers etc. complete.	196.00	each	66.55	13044.00
3.9	Providing and fixing aluminium handles ISI marked anodised (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour or shade with necessary screws etc. complete :				
3.9.1.1	125 mm	784.00	each	51.10	40062.00
3.9.1.2	100 mm	784.00	each	45.10	35358.00
3.10	Providing and fixing aluminium hanging floor door stopper ISI marked anodised (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour and shade with necessary screws etc. complete.				
3.10.1	Twin rubber stopper	392.00	each	38.00	14896.00
3.11	Providing and fixing Fiber Glass Reinforced plastic (FRP) Door Frames of cross-section 90 mm x 45 mm having single rebate of 32 mm x 15 mm to receive shutter of 30 mm thickness. The laminate shall be moulded with fire resistant grade unsaturated polyester resin and chopped mat. Door frame laminate shall be 2 mm thick and shall be filled with suitable wooden block in all the three legs. The frame shall be covered with fiber glass from all sides. M.S. stay shall be provided at the bottom to steady] the frame.	490.00	metre	415.50	203595.00
3.12	Providing and fixing to existing door frames.				
3.12.1	30 mm thick Glass Fibre Reinforced Plastic (FRP) panelled door shutter of required colour and approved brand and manufacture, made with fire - retardant grade unsaturated polyester resin, moulded to 3 mm thick FRP laminate for forming hollow rails and styles, with wooden frame and suitable blocks of seasoned wood inside at required places for fixing of fittings, cast monolithically with 5 mm thick FRP laminate for panels conforming to IS: 14856, including fixing to frames.	160.00	sqm	2187.35	349976.00
3.13	Providing and fixing fly proof stainless steel grade 304 wire gauge, to windows and clerestory windows using wire gauge with average width of aperture 1.4mm in both directions with wire of dia. 0.50 mm all complete.				
3.13.1	With 2nd class teak wood beading 62X19 mm.	1274.00	sqm	1343.55	1711683.00
	Sub-total				7439560.00

Item No.	Description	Qty	Unit	Rate	Amount
SH 4:	STEEL WORK				
4.1	Providing and fixing factory made ISI marked steel glazed doors, windows and ventilators side /top /centre hung, with beading and all members such as F7D, F4B, K11 B and K12 B etc. complete of standard rolled steel sections, joints mitred and flash butt welded and sash bars tenoned and riveted, including providing and fixing of hinges, pivots, including priming coat of approved steel primer, but excluding the cost of other fittings, complete all as per approved design (sectional weight of only steel members shall be measured for payment).				
4.1.1	Fixing with 15x3 mm lugs 10 cm. long embedded in cement concrete block 15x10x10 cm of C.C. 1:3:6 (1 Cement : 3 coarse sand : 6 graded stone aggregate 20 mm nominal size).	5880.00	kg	113.60	667968.00
4.2	Providing and fixing T-iron frames for doors, windows and ventilators of mild steel Tee-sections, joints mitred and welded, including fixing of necessary butt hinges and screws and applying a priming coat of approved steel primer.				
4.2.1	Fixing with 15x3 mm lugs 10 cm. long embedded in cement concrete block 15x10x10 cm of C.C. 1:3:6 (1 Cement : 3 coarse sand : 6 graded stone aggregate 20 mm nominal size).	1960.00	kg	74.05	145138.00
4.3	Providing & fixing glass panes with putty and glazing clips in steel doors, windows, clerestory windows all complete with :				
4.3.1	4.0 mm thick glass panes.	98.00	sqm	689.05	67527.00
	Sub-total				880633.00
SH 5:	FLOORING				
5.1	Kota stone slab flooring over 20 mm (average) thick base laid over and jointed with grey cement slurry mixed with pigment to match the shade of the slab including rubbing and polishing complete with base of cement mortar 1 : 4 (1 cement : 4 coarse sand) :				
5.1.1	25 mm thick.	2290.00	sqm	1158.10	2652049.00
5.2	Kota stone slabs 20 mm thick in risers of steps, skirting, dado and pillars laid on 12 mm (average) thick cement mortar 1:3 (1 cement 3 coarse sand) and jointed with grey cement slurry mixed with pigment to match the shade of the slabs, including rubbing and polishing complete.	327.00	sqm	1238.20	404891.00
5.3	Extra for Kota stone/ sand stone in treads of steps and risers using single length up to 1.05 metre .	294.00	sqm	18.95	5571.00


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Item No.	Description	Qty	Unit	Rate	Amount
5.4	Providing and fixing 1st quality ceramic glazed wall tiles conforming to IS: 15622 (thickness to be specified by the manufacturer), of approved make, in all colours, shades except burgundy, bottle green, black of any size as approved by Engineer-in-Charge, in skirting, risers of steps and dados, over 12 mm thick bed of cement mortar 1:3 (1 cement : 3coarse sand) and jointing with grey cement slurry @ 3.3kg per sqm, including pointing in white cement mixed with pigment of matching shade complete	4410.00	sqm	744.80	3284568.00
5.5	Providing and laying rectified Glazed Ceramic floor tiles of size 300x300mm or more (thickness to be specified by the manufacturer), of 1st quality conforming to IS : 15622, of approved make, in colours White, Ivory, Grey, Fume Red Brown, laid on 20 mm thick cement mortar 1:4(1 Cement: 4 Coarse sand), jointing with grey cement slurry @ 3.3kg/sqm including grouting the joints with white cement and matching pigments etc., complete.	980.00	sqm	822.45	806001.00
5.6	Providing and laying Vitrified tiles in different sizes (thickness to be specified by the manufacturer), with water absorption less than 0.08% and conforming to IS: 15622, of approved brand & manufacturer in all colours and shade in skirting, riser of steps, laid with cement based high polymer modified quick set tile adhesive (water based) conforming to IS: 15477, in average 6 mm thickness, including grouting of joints (Payment for grouting of joints to be made separately).				
5.6.1	Size of Tile 600x600 mm	490.00	sqm	1240.60	607894.00
5.7	Providing and laying Vitrified tiles in floor with different sizes (thickness to be specified by the manufacturer), with water absorption less than 0.08% and conforming to IS:15622, of approved brand & manufacturer in all colours and shade, laid with cement based high polymer modified quick set tile adhesive (water based) conforming to IS : 15477, in average 6 mm thickness, including grouting of joints (Payment for grouting of joints to be made separately).				
5.7.1	Size of Tile 600x600 mm	4625.00	sqm	1169.55	5409169.00
	Sub-total				13170143.00
SH 6:	ROOFING				
6.1	Painting top of roofs with bitumen of approved quality @ 17 kg per 10 sqm impregnated with a coat of coarse sand at 60 cu dm per 10 sqm including cleaning the slab surface with brushes and finally with a piece of cloth lightly soaked in kerosene oil complete :				
6.1.1	With residual type petroleum bitumen of grade VG - 10	1960.00	sqm	102.50	200900.00

Item No.	Description	Qty	Unit	Rate	Amount
6.2	Providing and fixing on wall face unplasticised Rigid PVC rain water pipes conforming to IS : 13592 Type A, including jointing with seal ring conforming to IS : 5382, leaving 10 mm gap for thermal expansion, (i)Single socketed pipes.				
6.2.1	110 mm diameter	392.00	metre	236.35	92649.00
6.3	Providing and fixing on wall face unplasticised - PVC moulded fittings/ accessories for unplasticised Rigid PVC rain water pipes conforming to IS : 13592 Type A including jointing with seal ring conforming to IS : 5382 leaving 10 mm gap for thermal expansion.				
6.4	Bend 87.5°				
6.4.1	110 mm bend	196.00	each	113.10	22168.00
6.5	Shoe (Plain)				
6.5.1	110 mm Shoe	196.00	each	98.00	19208.00
6.6	Providing and fixing unplasticised -PVC pipe clips of approved design to unplasticised - PVC rain water pipes by means of 50x50x50mm hardwood plugs, screwed with M.S. screws of required length including cutting brick work and fixing in cement mortar 1:4 (1 cement : 4 coarse sand) and making good the wall etc. complete.				
6.1.1	110 mm	196.00	each	181.40	35554.00
	Sub-total				370479.00
SH 7:	FINISHING				
7.1	12 mm cement plaster of mix :				
7.1.1	1:6 (1 cement: 6 fine sand)	7030.00	sqm	160.35	1127261.00
7.2	15 mm cement plaster on the rough side of single or half brick wall of mix :				
7.2.1	1:6 (1 cement: 6 fine sand)	5330.00	sqm	185.20	987116.00
7.3	Finishing walls with Premium Acrylic Smooth exterior paint with Silicone additives of required shade				
7.3.1	New work (Two or more coats applied @ 1.43 ltr/ 10 sqm. over and including priming coat of exterior primer applied @ 2.20 kg/10 sqm).	16660.00	sqm	96.80	1612688.00
7.4	Applying priming coat :				
7.4.1	With ready mixed pink or Grey primer of approved brand and manufacture on wood work (hard and soft wood)	1960.00	sqm	34.95	68502.00
7.5	Wall painting with acrylic emulsion paint of approved brand and manufacture to give an even shade:				
7.5.1	Two or more coats on new work.	19600.00	sqm	84.45	1655220.00
7.6	Painting with synthetic enamel paint of approved brand and manufacture to give an even shade :				
7.6.1	Two or more coats on new work:	9800.00	sqm	78.40	768320.00

Item No.	Description	Qty	Unit	Rate	Amount
7.7	Providing and applying white cement based putty of average thickness 1 mm, of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smooth complete.	36260.00	sqm	87.35	3167311.00
	Sub-total				9386418.00
SH 8:	REPAIRS TO BUILDINGS				
8.1	Repairs to plaster of thickness 12 mm to 20 mm in patches of area 2.5 sq. meters and under, including cutting the patch in proper shape, raking out joints and preparing and plastering the surface of the walls complete, including disposal of rubbish to the dumping ground within 50 metres lead :				
8.1.1	With cement mortar 1:4 (1 cement : 4 fine sand).	2000.00	sqm	264.80	529600.00
8.2	Renewing glass panes, with putty and nails wherever necessary including racking out the old putty:				
8.2.1	Float glass panes of thickness 4 mm.	98.00	sqm	637.90	62514.00
8.3	Removing dry or oil bound distemper, water proofing cement paint and the like by scrapping, sand papering and preparing the surface smooth including necessary repairs to scratches etc. complete.	21900.00	sqm	10.80	236520.00
8.4	Dismantling W.C. Pan of all sizes including disposal of dismantled materials i/c malba all complete as per directions of Engineer-in- Charge.	196.00	each	55.45	10868.00
8.5	Hacking of CC flooring including cleaning for surface etc. complete as per direction of the Engineer-in-Charge.	4900.00	sqm.	1.50	7350.00
8.6	Dismantling 15 to 40 mm dia G.I. pipe including stacking of dismantled pipes within 50 metres lead as per direction of Engineer- in-Charge. (a) Internal Work - Exposed on wall	1960.00	metre	2.00	3920.00
8.7	Taking out existing wooden door shutter, repair by cutting, painting etc. and refixing of repaired door shutters to existing door frames, including replacement of hinges with screws, etc. as required, all complete as per the direction of the Engineer-in-charge.	98.00	each	176.40	17287.00
	Sub-total				868059.00
SH 9:	DISMANTLING AND DEMOLISHING				
9.1	Demolishing cement concrete manually/ by mechanical means including disposal of material within 50 metres lead as per direction of Engineer - in - charge.				
9.1.1	Nominal concrete 1:3:6 or richer mix (i/c equivalent design mix)	20.00	cum	997.05	19941.00
9.1.2	Nominal concrete 1:4:8 or leaner mix (i/c equivalent design mix)	20.00	cum	615.15	12303.00
9.2	Extra for cutting reinforcement bars manually/ by mechanical means in R.C.C. or R.B. work (Payment shall be made on the cross sectional area of R.C.C. or R.B. work) as per direction of Engineer in charge.	20.00	sqm	500.80	10016.00

Item No.	Description	Qty	Unit	Rate	Amount
9.3	Demolishing brick work manually/ by mechanical means including stacking of serviceable material and disposal of unserviceable material within 50 metres lead as per direction of Engineer-in-charge..				
9.3.1	In cement mortar	39.00	cum	842.75	32867.00
9.4	Dismantling doors, windows and clerestory windows (steel or wood) shutter including chowkhats, architrave, holdfasts etc. complete and stacking within 50 metres lead :				
9.4.1	Of area beyond 3 sq. metres	294.00	each	216.40	63622.00
9.5	Dismantling old plaster or skirting raking out joints and cleaning the surface for plaster including disposal of rubbish to the dumping ground within 50 metres lead.	12360.00	sqm	22.40	276864.00
9.6	Dismantling of flushing cistern of all types (C.I./PVC/Vitreous China) including stacking of useful materials near the site and disposal of unserviceable materials within 50 metres lead.	196.00	each	391.20	76675.00
9.7	Demolishing R.C.C. work by mechanical means and stockpiling at designated locations and disposal of dismantled materials up to a lead of 1 kilometre, stacking serviceable and unserviceable material separately including cutting reinforcement bars.	2.00	cum	1337.40	2675.00
9.8	Disposal of building rubbish / malba / similar unserviceable, dismantled or waste materials by mechanical means, including loading, transporting, unloading to approved municipal dumping ground or as approved by Engineer-in-charge, beyond 50 m initial lead, for all leads including all lifts involved.	392.00	cum	120.55	47256.00
	Sub-total				542219.00
SH 10:	SANITARY INSTALLATIONS				
10.1	Providing and fixing wash basin with C.I. brackets, 15 mm C.P. brass pillar taps, 32 mm C.P. brass waste of standard pattern, including painting of fittings and brackets, cutting and making good the walls wherever require:				
10.1.1	White Vitreous China Flat back wash basin size 550x400 mm with single 15 mm C.P. brass pillar tap:	196.00	no.	1817.35	356201.00
10.2	Providing and fixing Stainless Steel A Isis 304 (18/8) kitchen sink as per IS: 13983 with C.I. brackets and stainless steel plug 40 mm, including painting of fittings and brackets, cutting and making good the walls wherever required :				
10.2.1	510x1040 mm bowl depth 250 mm.	196.00	no.	4120.80	807677.00
10.3	Providing and fixing CP Brass 32mm size Bottle Trap of approved quality & make and as per the direction of Engineer-in-charge.	196.00	each	795.15	155849.00

Item No.	Description	Qty	Unit	Rate	Amount
10.4	Providing and fixing 600x450 mm beveled edge mirror of superior glass (of approved quality) complete with 6 mm thick hard board ground fixed to wooden cleats with C.P. brass screws and washers complete.	196.00	no.	817.95	160318.00
10.5	Providing and fixing soil, waste and vent pipes :				
10.5.1	100 mm dia.				
10.5.1.1	Hubless centrifugally cast (spun) iron pipes epoxy coated inside & outside IS:15905	1960.00	metre	925.55	1814078.00
10.6	Providing and fixing plain bend of required degree.				
10.6.1	100 mm dia				
10.6.1.1	Hubless centrifugally cast (spun) iron pipes epoxy coated inside & outside IS:15905	392.00	nos.	307.10	120383.00
10.7	Providing and fixing shielded coupling for Hubless centrifugally cast iron pipe.				
10.7.1	100 mm dia				
10.7.1.1	SS 304 grade coupling with EPDM rubber gasket.	980.00	each	360.50	353290.00
10.7	Providing and fixing M.S. holder-bat clamps of approved design to Sand Cast iron/cast iron (spun) pipe embedded in and including cement concrete blocks 10x10x10 cm of 1:2:4 mix (1 cement : 2 coarse sand : 4 graded stone aggregate 20 mm nominal size), including cost of cutting holes and making good the walls etc. :				
10.7.1	For 100 mm dia pipe	784.00	nos.	167.35	131202.00
10.8	Providing and fixing double equal plain junction of required degree.				
10.8.1	100x100x100x100 mm				
10.8.1.1	Hubless centrifugally cast (spun) iron pipes epoxy coated inside & outside IS:15905	196.00	nos.	645.10	126440.00
10.9	Providing and fixing terminal guard :				
10.9.1	100 mm				
10.9.1.1	Hubless centrifugally cast (spun) iron epoxy coated inside & outside as per IS:15905	12.00	no.	355.85	4270.00
10.10	Providing and fixing trap of self cleansing design with screwed down or hinged grating with or without vent arm complete, including cost of cutting and making good the walls and floors :				
10.10.1	100 mm inlet and 100 mm outlet				
10.10.1.1	Hubless centrifugally cast (spun) iron epoxy coated inside & outside as per IS:15905	392.00	no.	677.60	265619.00
10.11	Providing and fixing white vitreous china extended wall mounting water closet of size 780x370x690 mm of approved shape including providing & fixing white vitreous china cistern with dual flush fitting, of flushing capacity 3 litre/ 6 litre (adjustable to 4 litre/ 8 litres), including seat cover, and cistern fittings, nuts, bolts and gasket etc complete.	196.00	no.	9685.70	1898397.00
10.12	P/f Jaquar or equivalent Concealed stop cock 100053p	588.00	no.	1150.00	676200.00
10.13	P/f Jaquar or equivalent towel rail acm1018	196.00	no.	1380.00	270480.00

Item No.	Description	Qty	Unit	Rate	Amount
10.14	Providing and fixing C.P. brass over head shower 150mm dia singl flow (body and face plate brass with chrome plated) with rubit cleaning system CAT No.- OHS-1819 of jaquar or equivalent in partyware, hindware etc. as per approved by Engineer-in-Charge.	196.00	no.	4822.00	945112.00
	Sub-total				8085516.00
SH 11:	WATER SUPPLY				
11.1	Providing and fixing G.I. Pipes complete with G.I. fittings and clamps, i/c making good the walls etc. concealed pipe including painting with anticorrosive bitumastic paint, cutting chases and making good the wall:				
11.1.1	15 mm dia. nominal bore	1176.00	metre	285.70	335983.00
11.1.2	20 mm dia. nominal bore	1176.00	metre	316.20	371851.60
11.2	Providing and fixing ball valve (brass) of approved quality, High or low pressure, with plastic floats complete :				
11.2.1	15 mm nominal bore	16.00	each	287.25	4596.00
11.3	Providing and fixing C.P. brass long body bib cock of approved quality conforming to IS standards and weighing not less than 690 gms.				
11.3.1	15 mm nominal bore	784.00	each	492.55	386159.00
11.4	Providing and fixing C.P. brass angle valve for basin mixer and geyser points of approved quality conforming to IS:8931 a) 15 mm nominal bore				
11.4.1	15 mm nominal bore	588.00	each	492.55	289619.00
11.5	Providing and fixing PTMT stop cock of approved quality and colour.				
11.5.1	Concealed stop cock, 15 mm nominal bore, 108mm long. Weighing not less than 108 gms.	588.00	each	161.40	94903.00
11.6	Providing and fixing unplasticised P.V.C. connection pipe with PTMT Nuts, collar and bush of approved quality and colour.				
11.6.1	15 mm nominal bore with 45 cm length.	196.00	each	66.65	13063.00
	Sub-total				1496174.00
SH 12:	DRAINAGE				
12.1	Providing and fixing square-mouth S.W. gully trap class SP-1 complete with C.I. grating brick masonry chamber with water tight C.I. cover with frame of 300x300 mm size (inside) the weight of cover to be not less than 4.50 kg and frame to be not less than 2.70 kg as per standard design :				
12.1.1	With common burnt clay F.P.S. (non modular) bricks of class designation 7.5	196.00	each	1602.40	314070.00
	Sub-total				314070.00


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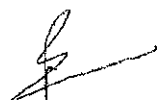
Item No.	Description	Qty	Unit	Rate	Amount
SH 13:	WATER PROOFING				
3.1	Providing and laying water proofing treatment to vertical and horizontal surfaces of depressed portions of W.C., kitchen and the like consisting of: (i) 1st course of applying cement slurry @ 4.4 kg/sqm mixed with water proofing compound conforming to IS 2645 in recommended proportions including rounding off junction of vertical and horizontal surface. (ii) IInd course of 20 mm cement plaster 1:3 (1 cement : 3 coarse sand) mixed with water proofing compound in recommended proportion including rounding off junction of vertical and horizontal surface. (iii) IIIrd course of applying blown or residual bitumen applied hot at 1.7 kg. per sqm of area. (iv) IVth course of 400 micron thick PVC sheet. (Overlaps at joints of PVC sheet should be 100 mm wide and pasted to each other with bitumen @ 1.7 kg/	980.00	sqm	505.90	495782.00
13.2	Removing the rising dampness in wall due by using the expansive aqua reactive water barrier and grouting system (CICO POLYGROUT or equivalent) . the treatment process carried out by using 12 mm diameter nipple spacing 150 to 300 mm in the near DPC. the grouting processing will be carried out by special one component high pressure grouting pump after Removing old Plaster, applying and providing minimum two coats elastomeric polymer modified cementious and applying and providing protection Plaster	1960.00	mtr	2500.00	4900000.00
	Sub-total				5395782.00
14	CREDIT ITEMS				
14.1	Credit for taking away the dismantled material (unserviceable) received from work such as reinforcement bras, GI pipesm CI or SCI pipes, MS tanks CI flushing cistern, M.S. Grills etc. as per direction of Engineer – in – charge.	3920	Kg.	-22.50	-88200.00
14.2	Credit for taking away dismantle material (unserviceable) of brass bibcock/ brass stop cock.	100	Kg.	-295.00	-29500.00
14.3	Door/Windows brocken styles/rails pieces chowkhats, shutters etc.	2500	Kg	-12.00	-30000.00


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Item No.	Description	Qty	Unit	Rate	Amount
14.4	M.S.Sections, Reinforcement bars, G.I.Pipe, C.I. or S.C.I. Pipe and fittings, C.I. Flushing cisterns. M.S. grills, M.S. doors/windows, M.S. tanks etc.	3920	Kg.	-22.50	-88200.00
Sub-total					-235900.00
Grand Total					51000629.00


Sd/-
AE(P)/ITRPD


Sd/-
EE/ITRPD


Assistant Engineer (P)
Dehradun Central Circle
CPWD, Dehradun


Executive Engineer (P)
Dehradun Central Circle
CPWD, Dehradun


04 JAN 2018

MODIFIED PRELIMINARY ESTIMATE (Electrical Provision)

Name of Work : Modernization and modification in MRC, Azad Wing, GP and AN Khosla
Hostel at IIT Roorkee, Uttarakhand.

Sl No	Name of Items	Qty	Rate	Unit	Amount
A	For MR Chaupra Hostel				
1	Wiring for light/ fan/ exhaust fan/call bell point with steel conduit (modular type)-group A	738	702	Pt	518076.00
2	Wiring for twin control point with steel conduit (modular type)	24	1094	Pt	26256.00
3	Wiring for light/power plug point with steel conduit of the following sizes				
a	2 x 4 + 1 x 4 sqmm	2550	237	Mtr	604350.00
b	2 x 6 + 1 x 6 sqmm	1000	324	Mtr	324000.00
c	2 x 10 + 1 x 6sqmm	850	392	Mtr	333200.00
d	2 x 1.5 + 1 x 1.5 sqmm	1000	181	Mtr	181000.00
4	S/F of two module stepped type fan regulator	106	288	Each	30528.00
5	S/F modular blanking plate	50	23	Each	1150.00
6	S/f of 5/15 AMP.with socket modular type i/c G.I. box and plate (Power)	153	406	Each	62118.00
7	S/f of 5 AMP.with socket modular type i/c G.I. box and plate (Light)	153	313	Each	47889.00
8	S/f 300 mm light duty exhaust fan	106	2000	Each	212000.00
9	S/f Brass batten holder	306	100	Each	30600.00
10	S/f call ball	51	61	Each	3111.00
11	S/F LED surface fitting	36	3000	Each	108000.00
12	S/f bulkhead fitting	51	1000	Each	51000.00
13	S/F of following way SP& N MCB DB complete				
	a) 8 way	51	1061	Each	54111.00
14	S/F of following way TP& N MCB DB complete				
	a) 4 way (4+12), double door	3	2198	Each	6594.00
	b) 6 way (4+18), double door	3	2659	Each	7977.00
15	S/F 5 Amp to 32 Amp rating 240 volt 'C' series MCB,s complete				
	a) single pole	306	173	Each	52938.00
	b) double pole	102	463	Each	47226.00
16	S/F single pole blanking plate	25	23	Each	575.00
17	S/F following rating, four pole isolator				
	a) 63 AMP	3	859	Each	2577.00
	b) 100 AMP	3	1111	Each	3333.00
18	S/F of 20 AMP modular Gyzer point with 20 AMP SPMCB	51	986	Each	50286.00
19	Provision of cables i/c laying complete as req				
	3 x 10sqmm	100	202	Mtr	20200.00
20	S/F 20/40 watt LED fitting with lamp	106	2000	Each	212000.00
21	S/f 120 watt LED Flood light fitting with lamp complete	8	20500	Each	164000.00
				Total (A)	3155095.00

B	For A. N Khosla , Azad wing and GP Hostel				
1	Wiring for light/ fan/ exhaust fan/call bell point with steel conduit (modular type)-group A	544	702	Point	381888.00
2	S/F of 20 AMP modular Gyzer point with 20 AMP SPMCB	136	986	Each	134096.00
3(i)	S/f of 15 AMP.with socket modular type i/c G.I. box and plate (Power)	544	406	Each	220864.00
3(ii)	S/f of 5 AMP.with socket modular type i/c G.I. box and plate (Power)	544	313	Each	170272.00
4	S/f 300 mm light duty exhaust fan	272	2000	Each	544000.00
5	S/F of size steel conduit				
	(a) 20	680	126	Mtr	85680.00
	(b) 25	1360	147	Mtr	199920.00
6	Supplying/drawing of following sizes FRLS PVC insulated copper conductor				
	a) 3 x 1.5	680	50	Mtr	34000.00
	b) 3 x 4	680	111	Mtr	75480.00
	c) 3 x 6	680	162	Mtr	110160.00
7	Box alongwith modular base & cover plate for modular switches in recess etc. as required.				
a	1 or 2 Module (75 mm X 75mm)	600	175	Each	105000.00
b	4 Module (125 mm X 75mm)	136	205	Each	27880.00
c	6 Module (200 mm X 75mm)	136	258	Each	35088.00
8	Box alongwith modular base & cover plate for modular switch box including connections but excluding modular.				
a	5/6 A Switch	1000	84	Each	84000.00
b	2 Way 5/6 A Switch	30	99	Each	2970.00
		Total		(B)	2211298.00
	Total Amount	A+B			5366393.00

AE(E)/HCESD

Assistant Engineer (P)
Dehradun Central Circle
CPWD, Dehradun

Sd/-
EE(E)/DCED

Executive Engineer (P)
Dehradun Central Circle
CPWD, Dehradun

04 JAN 2018

भा0प्रौ0सं0/ITR/संख्या/No.....

सन्दर्भ
Reference

टिप्पणियाँ एवं आदेश
Notes and Order

Subject : Installation of Lift for disabled community in IIT Roorkee Campus.


As reported earlier the pilot project of installation of six nos. of hydraulic lifts had been completed. Later on seeking the comments of the users it was decided that the mechanical doors of these lift were replaced with the automatic door. The completed cost of these six lifts including the cost of replacement of mechanical door with automatic door has been worked out be Rs. 102.00 Lacs. The performance of these lift were observed over a period of more than year and simultaneously comments were also invited from the users. After seeking the comments and experience of users, it is felt that the hydraulic technology of these lifts may be replaced with established and traditional type of lift presently in use.

Thus as per the site conditions it is proposed that we may install the lifts of establish technology such as gear less and room less. These lift would be installed after erecting a ~~still~~ ^{Steel} structure at pre decided location in the various department. Accordingly the quotation were collected from the vendor dealing with such business of lifts. Estimated cost of this work including Civil, SITC of lifts and other allied works has been worked out to Rs.480.00 Lacs of 18 nos. of lifts (estimate enclosed). Details of specification, features and technology is also mentioned in the budgetary offer of the Company. Specification and feature of the lift are meeting the provision of IS 15330 for Installation and Maintenance of Lift for Handicapped Persons-Code of Practice.

You are requested to kindly accord additional approval of Rs. 160.00 Lacs so that we may float the tender for this work.


Submitted for consideration and approval.


Institute Engineer


AEE (Elect.)-I

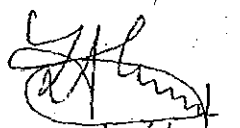
ADI (E)

Forwarded for approval of Rs 160.00 Lac in addition to Rs. 320.00 Lac already approved for installation of Lifts for handicapped persons.


7-9-17

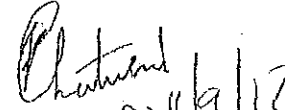
Dean (Infra)
Director

Forwarded for approval of additional amount of Rs. 160 Lakh.


11/9/17
अधिस्तरता (इंफ्रा)
Dean (Infra.)

- 82 -

Dean, F&P


निदेशक / Director


04 JAN 2018

Minutes of the AC Committee meeting held on 4-10-2017 at 4:00 PM in the Office Associate Dean, Infrastructure (Elect./AC) cum Chairman, AC Committee.

Following were present:

- | | |
|--|--------------------|
| 1. Associate Dean, Infrastructure (Elect./AC), E&W | - Chairman |
| 2. Dr. Ravi Kumar, Prof. MIED | - Member |
| 3. Dr. Brajesh Kumar Kaushik, Associate Prof., E&C Engg. | - Member |
| 4. Executive Engineer (Elect.), E&W | - Member |
| 5. Assistant Executive Engineer (Elect) E&W | - Member Secretary |

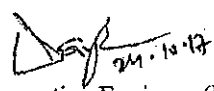
Following agenda item is placed before the Committee:

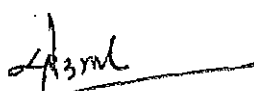
The AC Consultant M/S HCS, Noida has been appointed for Planning and Designing centralized air conditioning system. In the light of recent requirement of Air Conditioning of Convocation Hall as well as in Lecture Hall Complex-II, consultant was requested submit an energy efficient, economically viable and technologically sturdy system.

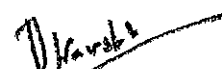
After site visits and requisite data collection and plans, the consultant submitted their preliminary report alongwith tentative idea of the cost involved for comprehensive air conditioning proposal of all the three buildings. The report of the consultant was received on dated 2-10-2017 through mail and same is deliberated in the meeting.

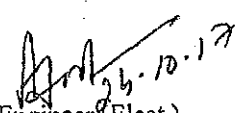
Committee after discussions over this report recommended as below:

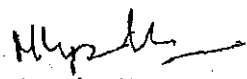
- i. Instead of VRV/VRF technology, it is recommended that Chiller Plant technology be adopted for providing Centralized Air Conditioning System in LHC-I,II and Convocation Hall. It is further recommended that the Chiller Plant be planned in the area located between LHC-I and LHC-II.
- ii. The committee is of the opinion that instead of 4 nos. of 380 TR Water Cooled Screw Chillers we may install only three nos. of Chillers because the Convocation Hall may be considered as redundant in the overall proposal as the AC system shall not operate simultaneously in all the buildings.


Assistant Executive Engineer (Elect)
E&W


Dr. Ravi Kumar, Prof.
MIED


Dr. Brajesh Kumar Kaushik,
Associate Prof., E&C Engg


Executive Engineer (Elect.),
E&W


Associate Dean,
Infrastructure (Elect./AC), E&W


04 JAN 2018

Subject: Re: Proposal of Tower AC,s and Exhaust fans in SWP Hanger
D. P. Singh <singhdpaeaaad@iitr.ac.in>
Cc: Mukesh Kumar Pathak <mukesfee@iitr.ac.in>,
Institute Engineer <ie@iitr.ac.in>

Date: 10/02/17 03:47 AM
From: Harvex <subodh_kin@yahoo.com>

REP-592 - IIT Roorkee.doc (125kB)

Sir,

As per discussion in my first site meeting , Please find attached building wise Air Conditioning TR load & price comparison for each building & common AC plant for three building as per our discussion. If any thing please call & discuss.

Regards,

Subodh Kumar
Principal & Sustainable Design Energy Consultant (MEP Services)

Harvex Consultancy Services
Address: 95A, Block-B2, Sai Apartment, Sector-71, Noida (UP) 201301
Tel +91-120-6540970,+91-98181-09305
Mobile +91-98101-28641
Email – subodh_kin@yahoo.com
Email – hcsdelhi@yahoo.in

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From: D. P. Singh <singhdpaeaaad@iitr.ac.in>
To: Harvex <subodh_kin@yahoo.com>
Cc: Mukesh Kumar Pathak <mukesfee@iitr.ac.in>; Institute Engineer <ie@iitr.ac.in>
Sent: Friday, 8 September 2017 3:37 PM
Subject: Re: Proposal of Tower AC,s and Exhaust fans in SWP Hanger

Soft copy of Hanger already send. New LHC was send also.

D.P.Singh

On 09/05/17, Harvex <subodh_kin@yahoo.com> wrote:


04 JAN 2018

IIT
AT ROORKEE

BASIS OF DESIGN

Location – Roorkee

Latitude – 30.19 Deg. North

Altitude – 682 Meter

- A. Outside design conditions
- | | DBT °C | WBT °C |
|---------------------------|---------------|---------------|
| Summer / Monsoon / Winter | 40.6/32.2/5.6 | 23.9/26.7/3.3 |
- B. Inside design conditions
- | | DBT °C | RH |
|------------------|----------|------------|
| Summer / Monsoon | 23.0 ± 1 | Around 60% |
- C. Exposed roof: All exposed roof / terraces shall be insulated with 50 mm thick expanded polystyrene or equivalent material by client through their own agencies to get an overall heat transmission factor of 0.12 BTU/HR/SFT/°F.
- D. Make up water requirement: Soft and filtered water for makeup purposes shall be made available near the Cooling Tower, Expansion Tank & Air-washer by the client through their own agencies.
- E. Power Supply: Stabilised three phase four wire AC supply i.e. 415 Volts ± 10 % & 50 Hz ± 5 % with double earthing shall be made available in the plant room & in each air handling unit rooms, near exhaust AHUs / fans, axial flow fans, Air-washer etc. & Single-phase power supply with earthing within two meters from each Fan Coil Units & Inline Fans by the client through their own agency.
- F. Heat Load Design Parameter
- | | | |
|-------|------------------------------------|----------------------------|
| i) | Light Load | – 1 W / Sq Ft. |
| ii) | Occupancy as per Furniture Layout. | |
| iii) | Fresh Air | – As per ASHRAE / NBC 2016 |
| iv) | Glass Solar Gain | – 0.51 |
| v) | Glass U Factor | – 1.1 BTU/HR/SFT/°F. |
| vi) | Wall U Factor | – 0.36 BTU/HR/SFT/°F. |
| vii) | Partition Load | – 0.32 BTU/HR/SFT/°F. |
| viii) | Ceiling / Floor Load | – 0.46 BTU/HR/SFT/°F. |
| ix) | Exposed Roof | – 0.12 BTU/HR/SFT/°F. |
| x) | Equipment Load | – As per Occupancy |


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AT ROORKEE

1.00. Air Conditioning load

Based on the parameters given above, the total AC load works as below

Sl. No.	Building	Effective Area to be AC. SMF	TR	Effective TR After Diversity	Plant Room - H Side Each Building	Common Plant Room H Side Work
1	Lecture Theatre	4443	475	400	3 No. x 200 TR Water cooled Screw Chiller (2 Working + 1 Stand By)	4 No. x 380 TR Water cooled Screw Chiller (3 Working + 1 Stand By)
2	Lecture Hall	5718	610	500	3 No. x 250 TR Water cooled Screw Chiller (2 Working + 1 Stand By)	
2	Hanger - Convocation Hall	2490	251	250	3 No. x 125 TR Water cooled Screw Chiller (2 Working + 1 Stand By)	
Gross Total		12651	1336	1150		

As above price comparison (As per CPWD 2014 (E & M Work) PAR Item No. 6 & 13

Sl. No.	Building	Effective TR After Diversity	Working Machine	Stand By Machine	Per Ton Cost (Rs.)	Per Ton Stand By Cost (Rs.)	Total Cost (Rs.)
			Plant Room - H Side Each Building	TR	Per TR	Per TR	
1	Lecture Theatre	400	3 No. x 200 TR Water	400	28000000	7600000	35600000

IIT
AT ROORKEE

			cooled Screw Chiller (2 Working + 1 Stand By)					
2	Lecture Hall	500	3 No. x 250 TR Water cooled Screw Chiller (2 Working + 1 Stand By)	500	250	35000000	9500000	44500000
3	Hanger - Convocation Hall	250	3 No. x 125 TR Water cooled Screw Chiller (2 Working + 1 Stand By)	250	125	17500000	4750000	22250000
Gross Total		1150					Gross Total(Rs.)	102350000

Sl	Building	Effective TR After Diversity	Common Plant Room - Hf Side Each Building	Working TR Machine	Stand By TR Machine	Per Ton cost (Rs.) 40000 Per TR	Per Ton Stand By Cost (Rs.) 38000 Per TR	Total Cost (Rs.)
1	Lecture Theatre	400	4 No. x 380 TR Water cooled	1140	380	79800000	14440000	94240000
2	Lecture Hall Hanger - Convocation	500	Screw Chiller					
3	Hall	250	(3 Working + 1 Stand By)					

Gross Total		1150					Gross Total(Rs.)	94240000
-------------	--	------	--	--	--	--	-------------------	----------

4	Building Management	12651 SMT	=480 Rs./ SMT				Total Cost 480 x 12651 = 6072480 (Rs.)	6072480
System (BMS)		Total Area						
Total effective Cost (Rs.)							Total Cost (Rs.) including BMS	100312480

Soft water requirement for Make up purpose — 8000 Litres per hour
(For Cooling Towers Only)

2.00 ITEMS NOT INCLUDED IN SCOPE OF AC CONTRACTOR

(To Be Arranged By Client Through Their Own Agencies At Their Own Cost.)

- a) Housing of equipments.
- b) Stabilised three phase four wire AC supply i.e. 415 Volts \pm 10 % & 50 Hz \pm 5 % with double earthing shall be made available in the plant room & in each air handling unit rooms, near exhaust AHUs / fans, axial flow fans, Air-washer etc. & Single-phase power supply with earthing within two meters from each Fan Coil Units & Inline Fans by the client through their own agency.
- c) Any kind of exposed roof insulation work.
- d) Any kind of false ceiling work, return air boxing, wooden / aluminium frames for fixing grills / diffuser.
- e) Water softening plant if required.
- f) Makeup water connections with fittings and valves to makeup tank, expansion tank.
- g) Drain points in each AHU, AC Plant Room, near cooling tower and each Fan Coil Unit.
- h) Power and water for erection, testing and commissioning of the plant.
- i) Any kind of masonry shafts for laying pipes / cables / ducts etc.
- j) Fire signal from potential free contact from fire panel to be wired to each AHU room, Supply & Exhaust Fans, Air-washer etc.

Appendix 'G'
Item No. BoG/54.18

OFFICE OF THE EXECUTIVE ENGINEER
Uttarakhand Power Corporation Ltd.
(A Govt. Of Uttarakhand Undertaking)
Electricity Distribution Division (Urban)
Roorkee - 247667
Phone: 01332-272409
Email: euddrke@yahoo.co.in



रुडकी - 247667
फ़ोन: 01332- 272409

पत्रांक 4751 / वि०.वि०.ख०.न०.र० / जमा मप दिनांक - 25/10/2017

विषय:- रुडकी आई०आई०टी० मे 33 के०वी० Under ground लाइन का व्यय जमा कराने के सम्बन्ध में।

एसोसियेट डीन इन्फ्रा (ई./ए.सी०)
आई०आई०टी०,
रुडकी।
महोदय,

आपके कार्यालय पत्रांक- 344, दिनांक- 23.08.2017, के सन्दर्भ मे रुडकी आई०आई०टी० मे 33 के०वी० Under ground लाइन का व्यय जमा कराने के सम्बन्ध में।

1.	प्राक्कलन का कुल व्यय	रु०	85736873.00
	कुल योग	रु०	85736873.00

कृपया उपरोक्त का भुगतान निम्नलिखित नियम एवं शर्तों के अधीन बैंक ड्राफ्ट जो अधिशासी अभियन्ता, वि०वि०ख० (न०) रुडकी के पक्ष में तथा पंजाब नेशनल बैंक शाखा सिविल लाईन, रुडकी पर देय हो, द्वारा दिनांक 21/11/17 तक करें, तथा भुगतान की रशीद मुख्य रोकडिया(रा०), से प्राप्त करें।

- 1 33 के०वी० लाइन को Under ground करने हेतु भूमि आवेदक द्वारा उपलब्ध करायी जायेगी।
- 2 33 के०वी० लाइन को Under ground करने हेतु यदि कोई/ भूमि सम्बन्धि विवाद उत्पन्न होता है तो Under ground लाइन का कार्य रोक दिया जायेगा जिसकी जिम्मेदारी सम्बन्धित आवेदक की होगी
3. 33 के०वी० लाइन को Under ground करने हेतु यदि कोई भूमि का मुआवजा देय अथवा सड़क खुदान रिपेयर के अन्य खर्च की यदि सम्बन्धित विभाग द्वारा मांग की जाती है। तो उसका भुगतान आवेदक द्वारा देय होगा।

(अनूप कुमार)
अधिशासी अभियन्ता

पत्रांक - / वि०वि०ख०(न०)र०/ दिनांक

प्रतिलिपि हेड कौशियर, विद्युत वितरण खण्ड (न०) रुडकी को इस आशय के साथ प्रेषित है कि उपरोक्त प्राक्कलन राशि उपभोक्ता द्वारा खण्ड कार्यालय में जमा कराना सूनिश्चित करें जिसमें अग्रिम कार्यवाही की जा सके

(अनूप कुमार)
अधिशासी अभियन्ता

Handwritten notes:
IE for napt.
Mysellane
26.10.17
AEF-I(2)
Final dim. & incl. form 13 B4 L9C
Part 1 + 2
89
04 JAN 2018

REPORT

1. ADMINISTRATIVE ORDER : E.E. E.D.D. Roorkee (Urban)
2. ONWHICH ESTIMATE IS FRAMED : IIT letter no. E&W/A.D.I(E/AC)/E-4/344
3. NAME OF ESTIMATE : Proposed 33kv cable D/B Ckt Underground cable
line from to 220 KV s/s Ramnagar to 33 KV s/s IIT
Roorkee.
4. AMT. OF ESTIMATE : 8.57 Cr.
5. ESTIMATE HEAD : Deposit
6. LOAD SANCTIONED : NA
7. ORDER & LOAD
8. FINANCIAL YEAR OF WORK : 2017-18
9. POSITION OF WORK SITE & ADDRESS : 220 KV S/S Ramnagar to 33/11kv IIT s/s rke.
10. PROFIT FROM ESTIMATE : for uninterrupted supply on request of IIT rke.
11. TECHNICAL BASE OF ESTIMATE : One no. main ckt and one no. spare ckt.
Proposed.
12. COMMERCIAL BASE OF ESTIMATE : The rates taken in this estimate are as per
current stock issue rates 2017-18
13. TOTAL SPECIFICATION OF ESTIMATE : 33kv XLPE Cable 3x300 mm proposed U/G
14. This is certify that the estimate has been framed as per norms prescribed by Deptt. & the
work will be carried out under supervision of E.E. E.D.D (U) Roorkee.



E.D.D Roorkee(Urban)


SDO

EDSD Roorkee-1


JE


6No. S/S


Estimate for Laying Double ckt Line to IIT S/S from 220kv S/S Ramnager with Separate Bay (Approx Lenth 2x4.9km)

	Name of Items	Unit	Qty.	Rate	Amount
	Centralized material				
1	Earthing rod	Nos.	50	320.00	16000.00
2	33 KV XLPE Cable of size 3x300sq.mm (4900X2)+10%	Mtr.	10780	1520.00	16385600.00
3	GI Wire Gswg	Kg.	50	60.00	3000.00
4	33KV Puffer Resistance metering Cubical	Nos.	1	114150.00	114150.00
5	Total				16518750.00
	Decentralized material				
7	GI Pipe 6" dia	Mtr.	300	2000.00	600000.00
8	33 KV Heat Shrinkable Cable Jointing Kit/straight through	Nos.	44	70000.00	3080000.00
9	33 KV Heat Shrinkable Cable Jointing Kit I/D	Nos.	4	24000.00	96000.00
10	33 KV Heat Shrinkable Cable Jointing kit O/D	Nos.	4	28000.00	112000.00
11	Total				3888000.00
12	Labour				
13	carriage of stock material from store rorkee to site of work with loading & unloading	MT	25	4000.00	100000.00
14	laying of Double ckt of size 3x300sqmm and 1.5mtr. Depth and 50cm apart with trenchless technology including laying in trench with suitable size of HDPE Pipe including making marking of Laying route of Cable	Mtr.	10480	3500.00	36680000.00
15	Laying of Cable in GI Pipe 6inch dia at Points of road crossing and Bridge crossing and making marking of Laying the cable	mtr.	300	300.00	90000.00
16	earthing of Cable and metering cubical by MS earth rod and connecting the earth with the help of GI wire	Nos.	50	200.00	10000.00
17	filling & fixing of cable jointing kit I/D and O/D	Nos.	8	5000.00	40000.00
18	filling & fixing of cable straight through jointing kit	Nos.	44	12000.00	528000.00
19	Construction of Room at 220kv S/S (Size 8x10x8 sq.ft) for 33kv PR/MC	Job	1	150000.00	150000.00
20	Installation of 33kv PR/MC complete with all Connection	Job	1	10000.00	10000.00
21	Total B				37608000.00
22	GST 18%				6769440.00
23	Total				44377440.00
24		TOTAL			64784190.00
25	Supervision charges @ 18.45%				11952683.06
26		TOTAL			76736873.06
27	Cutting and Repairing and complete marking of Cable route and other miscellaneous Charges to be deposited to concerned authorities due to Laying of Cable.	LS		5000000.00	5000000.00
28	Cost of 1no. 33kv Bay at 220 kv S/S for Independent Feeder for IIT.	job	1	4000000.00	4000000.00
29	G.Total				85736873.06

Note :- Rates mentioned at serial no. 27 & 28 are Provisional. Rates will be charged at actuals as intimated by concerned authorities at the time of execution of work


E.E.

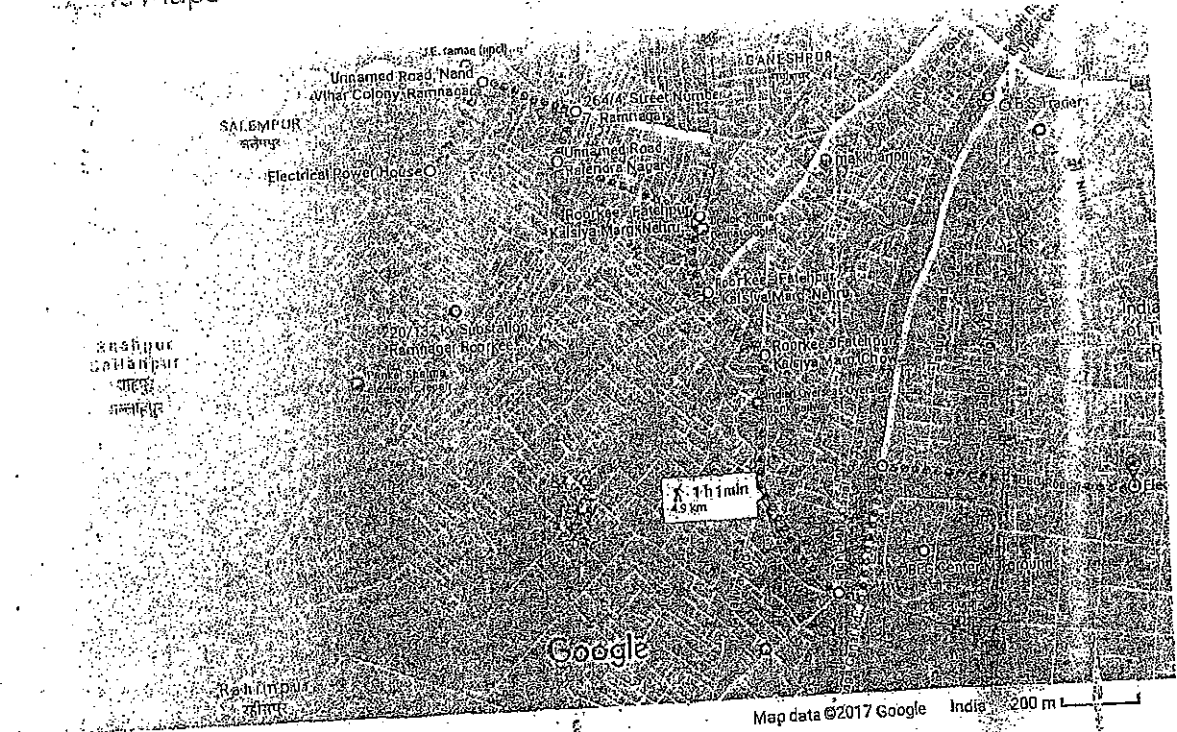

S.D.O.


J.E.

11/2
AE
04 JAN 2018

Electrical Power House to Electrical Power House - Google Maps

Electrical Power House to Electrical Power House Walk 4.9 km, 1 h 1 min



via unnamed roads
Mostly flat

1 h 1 min
4.9 km

Footee (U)

1000
R(2000)

JE
(60815)

कार्य एवं सम्पदा
भारतीय प्रौद्योगिकी संस्थान रुड़की

दिनांक: अगस्त 23, 2017

पत्रांक: E&W/A.D.I(E/AC)/E-4/ 344-

अधीक्षक अभियन्ता

Executive Engineer

विद्युत वितरण खण्ड रुड़की

Electricity Distribution Division

उ० पा० का० लि० रुड़की

U.P.C.Ltd., Roorkee

विषय: भारतीय प्रौद्योगिकी संस्थान, रुड़की की विद्युत आपूर्ति हेतु 33 के. वी. की भूमिगत विद्युत लाइन
डाले जाने के सम्बन्ध में।

Regarding 33 KV under ground line for I.I.T. Roorkee

Sir,

IIT Roorkee has highly sophisticated equipment in many research labs, which require continuous power supply to complete running tasks. To take care of this issue, IIT Roorkee proposes that a dedicated feeder be provided. You are therefore requested to submit an estimate of this dedicated 10MVA feeder (in addition to the existing feeder, which shall be used as alternate arrangement) employing under ground cable from 220KV Ram Nagar sub station to 33KV IIT Roorkee sub station.

Early action in the matter shall be highly appreciated.

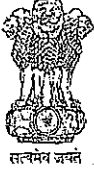
M. P. Das
एसोसियेट डीन इन्फ्रा (ई/ए. सी.)
Associate Dean-Infra(E/AC)

प्रतिलिपि:

1. अधीक्षक अभियन्ता, उ० पा० का० लि० रुड़की को इस अनुरोध के साथ प्रेषित कि कृपया उक्त पर सम्बन्धित अधिकारी को उचित निर्देशन का कष्ट करें।

RECEIVED
Date Recd
HAB
AP (R)/E/AC
IIT Roorkee
Y A /DAM
US

04 JAN 2018



भारत सरकार
कार्यपालक अभियंता
आई.आई.टी. रुड़की परियोजना मण्डल-1, के. लो. मि. वि.
11, नीति नगर, आई.आई.टी. रुड़की, रुड़की-247667
दूरभाष: 01332-271640 मेल: ee.iitrpd@gmail.com



पत्रांक: 23(8)/आई०आई०टी०आर०पी०डी०-1/2017-18/31

दिनांक : 08/11/17

सेवा में,

The Dean
Infrastructure,
IIT, Roorkee(Uttarakhand)

विषय:- Special repairs in the toilets blocks of the various hostel.(Rajendra Bhawan, Cautley Bhawan, Ganga Bhawan, Jawahar Bhawan, Ravindra Bhawan) at IIT Roorkee, Roorkee, Uttarakhand

महोदय,

उपरोक्त विषयक कार्य का रफ़ कॉस्ट प्राक्कलन जिसकी अनुमानित लागत रुपये 17,53,89,000.00 कुल है, आपके कार्यालय को अग्रिम/आवश्यक कार्यवाही हेतु प्रेषित है।

संलग्नक : उपरोक्तानुसार।

धन्यवाद।

Depta
कार्यपालक अभियंता
आई.आई.टी. रुड़की परियोजना मंडल-1

HEIA
Pl. examine & discuss.

Committee
Mem. in furtherance of Ret
CDPD
acc. by
9.11.17

संरचना अभियंता
Infrastructure Engineer

04 JAN 2018



सत्यमेव जयते

भारत सरकार

GOVERNMENT OF INDIA

मुख्य परियोजना प्रबंधक
आई.आई.टी. रुड़की परियोजना अंचल
केन्द्रीय लोक निर्माण विभाग

रुड़की-247667

CHIEF PROJECT MANAGER
IIT ROORKEE PROJECT ZONE
CENTRAL PUBLIC WORKS DEPARTMENT
ROORKEE- 247 667

रफ़ कॉस्ट प्राक्कलन
ROUGH COST ESTIMATE

कार्य का नाम—

NAME OF WORK : Special repairs in the toilets blocks of the various hostel.(Rajendra Bhawan, Cautley Bhawan, Ganga Bhawan, Jawahar Bhawan, Ravindra Bhawan) at IIT Roorkee, Roorkee, Uttarakhand

अनुमानित लागत—

ESTIMATE COST :

Rs. 17,53,89,000.00

भारत सरकार
केन्द्रीय लोक निर्माण विभाग

राज्य— उत्तराखण्ड

मण्डल — आई.आई.टी. रुड़की परियोजना मण्डल-1 शाखा — भवन एवं सड़क

प्राक्कलन संख्या

/ आई.आई.टी.आर.पी.डी.-1 / 2017-18

कार्य का नाम — Special repairs in the toilets blocks of the various hostel.(Rajendra Bhawan, Cautley Bhawan, Ganga Bhawan, Jawahar Bhawan, Ravindra Bhawan) at IIT Roorkee, Roorkee, Uttarakhand

निधि:

मुख्य शीर्ष :
लघु शीर्ष : डिपॉजिट कार्य
विस्तृत शीर्ष :

यह रफ कॉस्ट प्राक्कलन, जिसकी अनुमानित लागत मूल्य सूचकांक, आकस्मिक व्यय, लेबरसेस एवं जीएसटी सहित 17,53,89,000.00 रुपये मात्र है, श्री अमन सचान, कार्यपालक अभियन्ता, आई.आई.टी. रुड़की परियोजना मण्डल, के०लो०नि०वि०, रुड़की द्वारा संरचित है।

रिपोर्ट

इतिहास :

यह रफ कॉस्ट प्राक्कलन जिसकी अनुमानित लागत आकस्मिक व्यय, लेबरसेस एवं जीएसटी सहित 17,53,89,000.00 रुपये मात्र है, ग्राहक विभाग द्वारा व्यय स्वीकृति प्राप्त के लिए तैयार किया गया है। Institute Engineers के पत्र No. E&W/IE/357 दिनांक 02/11/2017 के अनुसार एवं दिनांक 7.11.2017 को हुई User Committee की बैठक में निर्णय लिया गया है कि Rajendra Bhawan, Cautley Bhawan, Ganga Bhawan, Jawahar Bhawan, Ravindra Bhawan में टॉयलेट ब्लॉक की खराब स्थिति को देखते हुए इनमें Special repairs की आवश्यकता है और उपरोक्त कार्य केन्द्रीय लोक निर्माण विभाग द्वारा कराया जाना प्रस्तावित किया है।

अभिकल्पन एवं विस्तार :

रफ कॉस्ट प्राक्कलन संस्थान अभियन्ता, आई.आई.टी. रुड़की द्वारा दिये गये निर्देश को समाहित करते हुये तैयार किया गया है। इसमें राजेन्द्र भवन, कॉटले भवन, गंगा भवन, जवाहर भवन, रविन्द्र भवन में टॉयलेट का नवीनीकरण किया जाना प्रस्तावित है। यह प्राक्कलन कुल 153 ब्लॉक टॉयलेट के नवीनीकरण कार्य हेतु तैयार किया गया है। जिसमें निम्नलिखित कार्य करायें जाने का प्रवाधान है—

- (1) Provision of re-tiling in all toilets.
- (2) Repair/replacement of damaged door/windows.
- (3) Replacement of existing GI and CI line.
- (4) Finishing work with 1 mm putty interior and exterior.
- (5) Electrical work.
- (6) Provision Of Septic tank

इस परियोजना की लागत जो रफ कॉस्ट प्राक्कलन में है उसमें निर्माण की लागत में संभावित वृद्धि के अलावा अन्य कारणों जैसे कि क्षेत्र में परिवर्तन, क्षेत्रीय डिजाइन और विनिर्देशों जैसा ग्राहक विभाग द्वारा

विनिर्देश : कार्य के०लो०नि०वि० विनिर्देश 2009 (भाग- प्रथम एवं द्वितीय) एवं संशोधित परिचियों के अनुसार कराया जायेगा।

दरें : डी०एस०आर० 2016 तथा बाजार दर पर आधारित है।

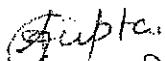
लागत : रुपये 17,53,89,000.00 मात्र मूल्य सूचकांक, आकस्मिक व्यय, लेबरसेस एवं जीएसटी सहित।

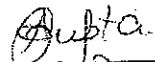
विधि : निविदा आमन्त्रण के बाद अनुबन्ध द्वारा कार्य करवाया जायेगा।

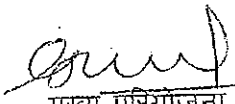
भूमि : उपलब्ध है।

कार्य प्रभारित कर्मचारी : इसकी पूर्ति आकस्मिक निधि से की जायेगी।

समय : 1. निर्माण से पहले का समय	1
2. निविदा प्रक्रिया	1
3. निर्माण समय	12
4. कुल समय	14 माह


सहायक कार्यपालक अभियन्ता
आई.आई.टी. रुड़की परियोजना उपमण्डल-II
के०लो०नि०वि०, रुड़की


कार्यपालक अभियन्ता
आई.आई.टी. रुड़की परियोजना मण्डल-I
के०लो०नि०वि०, रुड़की


मुख्य परियोजना प्रबंधक
आई.आई.टी. रुड़की परियोजना अंचल
के०लो०नि०वि०, रुड़की


04 JAN 2018

BRIEF SPECIFICATION

- Name of Work : Special repairs in the toilets blocks of the various hostel.(Rajendra Bhawan, Cautely Bhawan, Ganga Bhawan, Jawahar Bhawan, Ravindra Bhawan) at IIT Roorkee, Roorkee, Uttarakhand

The Brief specifications of the proposed work is as follows:

Sl. No.	Area	Item	Specifications
1.	Bathroom	Flooring	Vitrified/Ceramic tile with spacers and adhesive
		Dado	Ceramic tile of 450*300mm
		Fittings	CP brass fittings.
		GI and CI pipes	To be concealed and replaced
		EWC	To be replaced with wall hung WC.
		Sunken area treatment	Re waterproofing treatment to be done at required places.
2.	Interior finishing	Paint	Scraping existing paint followed by 1mm putty and OBD paint

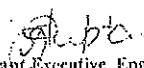


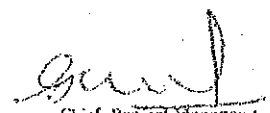
04 JAN 2018

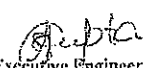
ABSTRACT OF COST


Name of work: Special repairs in the toilets blocks of the various hostel.(Rajendra Bhawan, Cautley Bhawan, Ganga Bhawan, Jawahar Bhawan, Ravindra Bhawan) at IIT Roorkee, Roorkee, Uttarakhand

Sl. No.	Description	Amount
(A)	Civil work-	
1	REINFORCED CEMENT CONCRETE	664689.00
2	BRICK WORK	3214268.00
3	MARBLE & GRANITE WORK	1233952.00
4	WOOD & PVC WORK	6608017.00
5	STEEL WORK	1672982.00
6	FLOORING	31630067.00
7	ROOFING	4518763.00
8	FINISHING	3987092.00
9	REPAIRS TO BUILDINGS	1196607.00
10	DISMANTLING AND DEMOLISHING	1486045.00
11	SANITARY INSTALLATIONS	27526007.80
12	WATER SUPPLY	6057003.00
13	DRAINAGE	3163443.00
14	WATER PROOFING	7028058.00
15	SEPTIC TANK	12500000.00
	Cost Index@19.61%	112486993.80
		16171875.00
	Total(A)	128658868.80
	Say	128658869.00 (A)
	Electrical work-	
(B)	Internal Electric installations on 'A'	12.50,%
1	Extra for:	
2	Power wiring & plugs on 'A'	4.00,%
2.1	Lightening conductors	
3	Upto 4 storeyed Building	0.5,%
3.1		
	Total (B)	21872008.00
	Say	21872008.00 (B)
	Total- (A) + (B)	150530877.00
	Add GST @ 12%	18063705.00
	Total	168594582.00
	Add Labour cess @ 1%	1685945.82
	Total-	170280528.00
	Add contingencies @ 3%	5108416.00
	Total Cost	175388944.00
	Or Say	175389000.00
Say	175389000.00	
	Rs. Seventeen Crore Fifty Three Lakh Eighty Nine Thousand Only	


 Assistant Executive Engineer
 IIT Roorkee Project Sub Division-II
 IIT, Roorkee


 Chief Project Manager
 IIT Roorkee Project Zone
 IIT, Roorkee


 Executive Engineer
 IIT Roorkee Project Division
 IIT, Roorkee


 04 JAN 2018

Minutes of Meeting

07 Nov 2017, 17:00

Committee Room, James Thomosan Building, IIT Roorkee

Proposal for Wash Room renovation in different Bhawan

Following committee has been approved by competent authority to review the adequacy and condition of wash rooms in Bhawans.

1.	Dean -Infrastructure	Chairman
2.	Associate Dean- Infrastructure (Civil)	Member
3.	Associate Dean- Infrastructure (Electrical & AC)	Member
4.	Dean of Student Welfare	Member
5.	Associate Dean of Student Welfare (Bhawan & Mess)	Member
6.	Chief Warden, Rajendra Bhawan	Member
7.	Chief Warden, Ganga Bhawan	Member
8.	Chief Warden, Cautley Bhawan	Member
9.	Chief Warden, Jawahar Bhawan	Member
10.	Chief Warden, Ravindra Bhawan	Member
11.	Maintenance Secretary, Rajendra Bhawan	Member
12.	Maintenance Secretary, Ganga Bhawan	Member
13.	Maintenance Secretary, Cautley Bhawan	Member
14.	Maintenance Secretary, Jawahar Bhawan	Member
15.	Maintenance Secretary, Ravindra Bhawan	Member
16.	Institute Engineer	Member
17.	Institute Architect	Member Secretary.

CPWD officials were also invited to make the presentation about the condition and preliminary scope and budget for same

The following points were discussed

1. Two more Bhawans should be added in the Wash room renovation proposal namely
 - a. Azad Bhawan
 - b. Govind Bhawan

With presently considered five bhawan namely Rajendra, Cautley, Ganga, Jawahar & Ravindra. It makes the proposal with all seven hostels in total relatively older than others.

2. It was decided that number of installed WC/ Wash basin/ Bathing/ Urinal should be studied in detail in comparison to number of students for making adequate no of wash rooms, if not available. New toilet block may be proposed if number is not suitable. This proposal may be taken up in next phase.

3. It is anonymously decided that renovation should be taken up in holistic manner with modern specifications. This will help Bhawan authority in having less maintenance issues in near future.

Briefly these works will be done in each toilet block

- Full Vitrified floor tiles (600X600)
 - Ceramic Wall tile (600X300 or 600X450)
 - Wall hung European Seat
 - SS pipeline for supply
 - CPVC for drainage
 - CP bath fittings of recognized brands like Jhonson, Somany, Kajaria Etc.
 - Exhaust System and proper LED lighting with sensor technology.
 - WPC doors
4. Works should be completely done for drainage, till septic tank. Agency will review the condition of septic tanks also and provide suggestion for future connection with sewer line.
 5. Renovation proposal for Cautley (old wing) and Ravindra Bhawan will be aligned with findings of committee for distress in building. Work sequence will be decided with same.
 6. Ratio of 3:1 will be taken for Indian & European WC. The efforts will be made to make ideal ratio of 1 WC for 6 Students.

These minutes will be shared with concerned authorities for approval of same.


04 JAN 2018

HOUSE ALLOTMENT RULES : HAC-1

Approved House Allotment Rules															
1.0	ELIGIBILITY														
1.1	The Institute residences shall be allotted on license only. Following categories of Faculty/ Group 'A' staff shall be eligible for allotment of 'A' type Institute residences.														
	(a) Regular/ Re-employed/Contract Faculty/ Group 'A' Staff of the Institute.														
	(b) Visiting faculty/ Chair Professor														
	(c) Emeritus Fellows/ Emeritus Professors														
	(d) Faculty/ Group 'A' Staff on Deputation.														
	(e) Persons eligible under terms & conditions of an MOU with the Institute.														
	(f) Any other Faculty/ Group 'A' Staff not covered above and approved by the Director.														
1.2	If a person and his/her spouse are both employees of the Institute, only one of them shall be eligible for the allotment of residence.														
1.3	A person, who is having a period less than two year from the date of his superannuation shall not be eligible to apply for another residence.														
1.4	A member of Faculty/ Group 'A' Staff serving at Roorkee campus shall be eligible for a residence in the Roorkee Campus. Similarly, a member of Group 'A' Staff serving at Saharanpur campus shall be eligible for a residence in the Saharanpur Campus.														
2.0	CATEGORIES OF RESIDENCES & ENTITLEMENT														
	Type 'A' residences of the Institute shall be sub-categorized into A1 & A2 type of residences and their entitlement will be as below.														
2.1	Entitlement will be as per Grade Pay of the personnel in the present post held. For entitlement to different type of houses, Grade Pay will be as follows:														
	<table><tr><th>S.No.</th><th>Type of house</th><th>Grade pay</th><th>Group eligible for entitlement of house</th></tr><tr><td>(a)</td><td>Type A1</td><td>Rs. 8700 or More</td><td>Faculty/ Group 'A' Staff</td></tr><tr><td>(b)</td><td>Type A2</td><td>Rs. 5400/- to Rs. 8699/-</td><td>Faculty/ Group 'A' Staff</td></tr></table>	S.No.	Type of house	Grade pay	Group eligible for entitlement of house	(a)	Type A1	Rs. 8700 or More	Faculty/ Group 'A' Staff	(b)	Type A2	Rs. 5400/- to Rs. 8699/-	Faculty/ Group 'A' Staff		
S.No.	Type of house	Grade pay	Group eligible for entitlement of house												
(a)	Type A1	Rs. 8700 or More	Faculty/ Group 'A' Staff												
(b)	Type A2	Rs. 5400/- to Rs. 8699/-	Faculty/ Group 'A' Staff												
	An employee can apply for a lower type of house of the same group other than his entitled type only if he is living in a lower type of house or applying for the Institute house for the first time.														
2.2	The allotment of Transit Accommodation will be made with the approval of the Chairman HAC-1, for a specific period.														
2.3	The following officers/staff of the Institute are entitled to houses earmarked for them.														
	1. Director														
	2. Registrar														
	2. Chief Medical Officer														
	3. Medical Officers.														
	The concerned person must vacate the earmarked house within two months of relinquishment of the														

office. A person who is allotted an earmarked residence, may be allotted another residence as per his entitlement by the HAC-1 for the period of six months after retirement. Such an allotment can be made within two months before the date of retirement of the concerned employee.

3.0 HOUSE ALLOTMENT COMMITTEES (HAC-1)

There shall be a House allotment Committee-1 (HAC-1) appointed by the Director for 'A' category Staff serving at Roorkee. Similarly, the Director shall appoint an HAC-1 for the Faculty/ Group 'A' Staff serving at Saharanpur Campus. The nominated members of HAC-1 shall normally have tenure of 3 years and shall be responsible for considering the applications for the allotment of 'A' type residences Group 'A' Staff.

4.0 ALLOTMENT PROCEDURE

4.1 The Executive Engineer (Civil) and Superintendent Institute Estate (SIE) will inspect each vacant residence and will arrange necessary repairs and white washing etc. They will also certify that the vacant residence is safe and livable and seek approval from Associate Dean (Civil) for advertising such house. No major repair work will be done after the allotment.

4.2 Announcement of vacant residence will be made in the middle of odd numbered (e.g. 1, 3,) months. The following schedule shall preferably be adhered to:

- (a) Date for advertisement = X
- (b) Last date of submission of applications = X+7 (days)
- (c) Date of display of seniority list = X+10
- (d) Date of pointing out discrepancies = X+15
- (e) Date of HAC-1 meeting = X+22

Application, once made, can also be withdrawn upto the last date for receipt of application.

4.3 The applications shall be screened by SIE and a seniority list shall be prepared for the various residences and displayed in the office of the Superintendent Institute Estate and also on the electronic Notice Board of the Institute for scrutiny by all concerned persons who may point out discrepancies, if any.

4.4 SENIORITY:

The Seniority shall be determined for each member of the Faculty/ Group 'A' Staff on the basis of following criteria.

- (a) The seniority for particular type of house will be determined as per the present basic pay. If the basic pay is same, the date of joining the Institute service will be considered. If basic pay and date of joining are also the same, then the date of birth will be considered on the principle that the employee having more age will be accorded higher priority.
- (b) On the death of a Faculty/ Group 'A' Staff member who has been occupying an Institute accommodation priority allotment may be made to the son, daughter or spouse of the staff member if any of them is a staff member of the institute and has been residing with the deceased faculty/staff.

If the spouse, son or daughter (as the case may be) of the deceased faculty/staff is eligible for the same or higher type of accommodation as was in occupation of the staff at the time of death, he/she may be allotted the same accommodation as occupied by the deceased staff. Otherwise the type of residence shall be according to entitlement of the new incumbent.

4.5 LICENSE FEE:-

Each allottee of an Institute residence shall be charged a license fee. The license fee will be as fixed by the Board from time to time for the different types of residences.

4.6 A House advertised thrice and yet not occupied, can be allotted to a staff member of the next lower sub group of the same group by the House Allotment Committee-1.

4.7.1 No person will be eligible to apply for fresh allotment of a residence of the same type in which he is living unless he has completed two year from the date of occupation of the residence. However, one can always apply for a higher type of residence, if eligible.

4.7.2 If the allottee vacates the allotted residence before the completion of two year, and is not residing in an Institute residence, no application for Institute residence will be entertained for the next two year from the date of vacation of the Institute residence.

4.8 After allotment of a residence the Allottee will be issued a formal order of allotment.

5.0 FORFEITURE OF ALLOTMENT OF A RESIDENCE

The residence once allotted must be occupied in the condition as-is within one month from the date of receipt of the allotment order by the allottee after vacating the previous Institute residence in which he/she might be residing. Failure to do so within the stipulated time will result in the automatic cancellation of the allotment. Further, the allottee will be debarred from applying for any Institute residence for the next two years, excepting for transit accommodation.

6.0 OUT OF TURN ALLOTMENT

6.1 Out of turn allotment shall be made only by the Director. Normally the following categories of Faculty/ Group 'A' Staff shall be considered for out of turn allotment:

- (a) Visiting faculty/Chair Professor
- (b) Persons on Deputation.
- (c) Persons declared as belonging to essential services.
- (d) Persons on medical grounds certified by a Medical Committee appointed by the Director.

Provided that the out of turn allotment shall be for a residence of his/her entitled type or lower type of his/her group.

6.2 The Son/Daughter/Spouse of a deceased staff, if employed or being given employment in the institute, maybe considered for out of turn allotment at his/her request for a residence of his/her entitled type or lower, provided that the deceased staff was residing in an Institute residence at the time of his/her death.

7.0 TRANSIT ACCOMMODATION

Any New Faculty member or Group A staff joining the institute in between the two advertisements made for house allotment will be allotted transit accommodation. He/ She will have to apply for all the residences of his/her entitled type (of his/her group) for regular allotment in the immediate next advertisement.

8.0 RETENTION OF RESIDENCE

8.1. Retention of residence may be permitted in the following cases, if and only if, the allottee, or his family, proposes to stay for the duration as indicated at prescribed license fee.

Revised House Allotment Rules			
SL No.	Condition	Maximum Duration permitted	License fee payable
(a)	After retirement from the regular service	03 Months Next 03 months	On normal license fee Double the normal license fee After this, vacation of the premises
(b)	After death of a Staff member: who was an authorized occupant of the house, the dependents residing with the deceased will be allowed retention of the house.	06 Months Next 06 months	On normal license fee After this, vacation of the premises Double the normal license fee After this, vacation of the premises
	Provided the deceased employee or his/her depended does not own a house at the place of work of the deceased.		
(c)	Staff proceeding on EOL/ Lien/ LFS	Maximum of 01 years	On normal license fee After this, vacation of the premises
(d)	Staff proceeding on Study Leave/ Sabbatical / PDL	For the duration of leave	The specified license fee for the duration of leave granted. After expiry of leave, vacation of the premises.
(e)	Resignation/ expiry of the re-employment period/ expiry of the contract period for contract employees and employees on deputation, compulsory retirement, Dismissal or termination from service	02 Months	Normal license fee After 02 Months, vacation of the Premises.
(f)	Earmarked residences	02 Months	Normal license fee After 02 Months, vacation of the Premises.

Note-1 Request for permission to retain an Institute residence for the specific duration should be made to the Chairman, HAC-1 on the prescribed Performa at least one month before due date of retirement/ due date of proceeding on leave or within 2 months of the death of the staff. In case of dismissal or termination from service, request should be made within a week of receipt of the letter of dismissal or termination. With effect from 16.12.2019, maximum permissible duration for retention of residences after retirement, after death or proceeding on leave as at Sl. No. 'a.', 'b.' and 'c.' will be increased to maximum 06 months, 12 months, 02 years, respectively, on normal license fee. Simultaneously, the applicability of an Enhanced License Fee at the rate of 50 (fifty) times the monthly normal license fee, as per current practice in accordance with prevailing rules, shall be dropped with effect from 16.12.2019.

Note-2 A residence retained under this clause must be vacated within the period as specified under Rule 8.1.Failing which eviction proceedings will be initiated according to the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 applicable to residential accommodation.

Note-3 In case of those staff who would be drawing pension from the Institute the license fee and other charges (Electricity/water) of the residence will be deducted from their pension every month. In other cases license fee must be paid in advance in quarterly installments. First installment should be deposited in the

Institute within a week of grant of such permission. The permission, so granted shall terminate automatically, if the license fee for any quarter is not paid, as stipulated above and such occupation will amount to unauthorized occupation and action shall be taken as per Rules 11.

9.0 CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTE RESIDENCES.

- 9.1 The Institute residences are allotted for living for the allottee and his/her family and relatives. Any other person is not allowed to reside in the residence. If an allottee or his/her family is not staying in the house it must be vacated, except under Rule 8.1(c) & (d) where the residence may be locked under intimation to the Institute.
- 9.2 No allottee is permitted to sublet the residence allotted to him partly/fully or use it for any trade/ business. If a complaint is received to this effect, appropriate action will be taken by the Institute authorities.
- 9.3 Sharing of the residence by the allottee with anyone else, other than those permitted under Rule 9.1 is not permitted.
- 9.4 Mutual exchange of residence by allottees without permission from the Institute is strictly prohibited.
- 9.5 The allottees will pay regularly license fee, electricity and water charges for the residence as prescribed by the Institute from time to time.
- 9.6 Any alteration or addition in the Institute residence shall not be allowed by the residents. However, the Institute may decide for identical alteration or addition in a group of identical houses.
- 9.7 Milk cattle or any other cattle will not be kept in a Institute residence or it's out-house.
- 9.8 The allottees will not tamper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the Institute.
- 9.9 Unauthorized use of electricity or water supply in any manner will be treated as a serious offense and render the allottee liable to disciplinary action.
- 9.10 The allottee will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.
- 9.11 The allottees may maintain collared dogs or any other pets provided that they take extra care/responsibility so as not to cause any danger or nuisance to neighbors in any way.
- 9.12 The allottees are expected to conduct themselves in a courteous and polite manner with their neighbours. If any complaints are received about any resident being quarrelsome or indulging in objectionable activities like entertaining undesirable characters, disorderly behavior, getting intoxicated outside the house, etc., appropriate disciplinary action including cancellation of allotment of such residence shall be taken by the Institute authorities.
- 9.13 The allottee will not encroach upon the Institute land or the land of the neighboring residences for gardening or for any other purpose.
- 9.14 The allottee will not undertake cutting or lopping of the trees in the compound of their residences or nearby areas on his own accord.

- 9.15 Any fruit bearing tree (s) in the compound of the residence shall be the property of the Institute. The allottee may use the fruits for his own consumption. In case the resident sells the crops he will have to deposit 75% of the sale proceeds with the Institute.
- 9.16 Any timber yield from the tree (s) in the campus of the residences will be deposited by the allottee with the Superintendent Institute Estate (SIE) as the Institute property.
- 9.17 If an outhouse is attached to a residence, the allottee shall furnish the name and age of the person staying in the outhouse to the SIE Office. The allottee shall be fully responsible for the conduct of the person residing in the outhouse.

No commercial activities will be allowed from the out houses. Only the person, spouse and their children can stay in the outhouse. Violation of this rule will invite eviction proceedings.

10.0 ALLOTMENT OF INSTITUTE COMMUNITY GARAGES.

- 10.1 Vacant Institute Community Garages will be notified from time to time for the purpose of allotment. Applications will be invited from all such staff as are eligible for A1 & A2 type of houses for allotment of garages built for the respective type of houses. They should be satisfying the following conditions.
- (a) Should own a car in his own/spouse name for which documentary proof will have to be attached with the application.
- (b). That the allotment of Community garage will be made as per the seniority for house allotment. The garage inside a residential campus shall be allotted to the allottee of that residence irrespective of whether he/she owns a car or not.
- 10.2 Only one garage can be allotted to the allottee of a Institute residence. Staff member living in residences which have attached garages are not eligible to apply for allotment of a community garage.
- 10.3 The Institute will be divided into Zones for the above purpose and allotment of garages will be made zone-wise to a group A staff. The Zones will be notified time to time by the HAC-1.
- 10.4 The Community Garages are divided into groups on the basis of their physical proximity. Requests for change will be entertained only from one group of garages to the other.
- 10.5 Preference for a garage in a zone will be given to the residence of that zone.
- 10.6 Mutual exchange will be permitted within a zone with the permission of HAC-1 so that one can get the garage nearest to his place of residence.
- 10.7 If an allottee shifts from one zone to another zone, he/ she must vacate the garage under his possession and will be given a garage in new zone, if available. In case the new allotted residence has an attached garage then there will be no need of fresh allotment.
- 10.8 In case of refusal to take possession of the allotted garage by the specified date, the concerned staff shall be debarred from applying for a fresh allotment for the next one year.
- 10.9 If at any stage during the occupancy of a garage, the allottee ceases to own a car, he/she must inform the Institute authorities and surrender the garage within one month.

- 10.10 Any misuse of the garage for any purpose other than parking personal vehicle will be a violation of the Code of Conduct.
- 10.11 Any other garage, which becomes available later, shall be added to the appropriate zone/group by the Institute Engineer with the approval of the HAC-1.
- 10.12 Persons living outside the Institute Campus can also apply for and may be allotted Community Garages.

11.0 UNAUTHORISED OCCUPATION AND PUNITIVE ACTIONS.

- 11.1 A person residing in a Institute residence or occupying a garage shall be deemed to be unauthorized occupant, under any one, or the following circumstances:
- (a) The residence or the garage (or both) is occupied without allotment.
 - (b) Violation of or Rule(s) 9.1 to 9.7 of the Code of Conduct for the allottees of Institute residences.
 - (c) Under the conditions specified in Rule 8.1, a duly allotted residence is retained:
 - (i) Beyond the allotted period without prior permission or if the permission is refused.
 - (ii) Without making advance payment of licence fee as specified in the Note-3 of Rules 8.1.
 - (iii) Violation of any term or condition as prescribed in the Rules for retaining the residence.
 - (d) An out of turn allottee, excepting persons on deputation to the Institute, three years after the date of out of turn allotment.
- 11.2 (a) An Institute staff declared to be an unauthorized occupant by the Institute shall be liable to punitive action specified under Rule 11.6, besides any disciplinary action as per Institute Statutes/Rules.
- (b) If a person who is declared an unauthorized occupant is not an Institute employee, action will be taken as per law.
- 11.3 If the person, to whom the residence (or a part of it) is sublet, were also an Institute staff, he/she would also be liable to disciplinary action as per Rules. In addition, Punitive action as per Rule 11.6 may also be taken against such persons.
- 11.4 On a complaint received against a staff regarding violation under Rule 11.1, the staff will be served a notice to offer his comments in writing on the complaint within ten days from the receipt of such notice. For violation under Rules 11.1(a), (b) & (c) punitive actions as per Rule 11.6 may be taken after serving a show-cause notice to be replied within ten days from the receipt of such notice.

Note:

- (a) For the purposes of this Rule, the service of notice shall be deemed to be sufficient for all purposes, if it is sent once under registered post on the address of the premises concerned.
- (b) Such complaint along with the comments or replies, if any, made by the concerned Staff shall be referred to the HAC-1. After considering the complaints and the comments, if any, the HAC-1 may drop the complaint if satisfied with the reply. However, if the HAC-1 is not satisfied with such comments or replies, then it shall constitute an enquiry. If the HSC finds the complaint to be correct and the comments unconvincing for reasons to be recorded, then the staff concerned shall be given a notice to vacate the premises within 15 (fifteen) days from the date of such notice. In such a case, the staff shall be liable to all punitive action as provided for under unauthorized occupation under Rule 11.5 and 11.6

11.5 For violating Rules 9.7 to 9.17 of the Code of Conduct and / or Rules 10.9, 10.10 if applicable, the allottee will tender himself liable to disciplinary action as per Rules in addition to punitive actions provide under Rule 11.6.

11.6 PUNITIVE ACTION FOR UNAUTHORISED OCCUPATION

An unauthorized occupant will be liable to eviction by the Estate Officer under section 2 and section 3 of the Public Premises (Eviction of unauthorized occupants) Act 1971 (act No. 49 of 1971) applicable to residential accommodation occupation.

12. Discretionary Power of the Director

Situations, not covered by the guidelines stated above, will be decided by the Director. Also, the Director, in the interest of the Institute, may use his/ her discretionary power to allot any house to any of the Faculty/ Group 'A' Staff member.



04 JAN 2018

HOUSE ALLOTMENT RULES – HAC-II

Approved House Allotment Rules

1.0 ELIGIBILITY

- 1.1 The Institute residences shall be allotted on license only. Following categories of Staff shall be eligible for allotment of Institute residences.
- (a) Regular /Contract Staff of the Institute.
 - (b) Staff on Deputation.
 - (c) Persons eligible under terms & conditions of a MOU with the Institute.
 - (d) Any other Staff not covered above and approved by the Dy. Director/ Dean (Admn.).
- 1.2 If a person and his/ her spouse are both employees of the Institute, only one of them shall be eligible for the allotment of residence.
- 1.3 A person, who is having a period less than two year from the date of his superannuation shall not be eligible to apply for another residence.
- 1.4 A member of Staff serving at Roorkee campus shall be eligible for a residence in the Roorkee Campus. Similarly, a member of staff serving at Saharanpur campus shall be eligible for a residence in the Saharanpur Campus.

2.0 CATEGORIES OF RESIDENCES & ENTITLEMENT

The residences other than 'A' type shall be categorized into B1, B2 and C type of residences and their entitlement will be as below.

- 2.1 Entitlement will be as per Grade Pay of the personnel in the present post held. For entitlement to different type of houses, Grade Pay will be as follows:

Sl. No.	Type of Houses	Grade Pay	Group eligible for entitlement of House
(a)	Type B1	Rs. 4200/- to Rs. 5400/-	Group B & C
(b)	Type B2	Rs. 2000/- to Rs. 2800/-	Group C & M.T.S.
(c)	Type C	Rs. 1800/- to Rs. 2000/-	M.T.S.

An employee can apply in a lower type of house of the same group other than his entitled type only if he is living in a lower type of house or applying for the Institute house for the first time.

3.0 HOUSE ALLOTMENT COMMITTEE (HAC)

There shall be a House allotment Committee-II (HAC-II) appointed by the Dy. Director/ Dean (Admn.) for all the Staff serving at Roorkee. Similarly, the Dy. Director / Dean (Admn.) shall appoint an HAC-II for the Staff serving at Saharanpur Campus. The nominated members of HAC-II shall normally have tenure of 3 years and shall be responsible for considering the applications for the allotment of 'B' and 'C' type residences.

4.0 ALLOTMENT PROCEDURE

4.1 The Executive Engineer (Civil) and Superintendent Institute Estate (SIE) will inspect each vacant residence and will arrange necessary repairs and white washing etc. They will also certify that the vacant residence is safe and livable and seek approval from Associate Dean (Civil) for advertising such house. No major repair work will be done after the allotment.

4.2 Announcement of vacant residence will be made in the middle of odd numbered (e.g.1, 3.....) months. The following schedule shall preferably be adhered to:

- (a) Date for advertisement = X
- (b) Last date of submission of applications = X+7 (days)
- (c) Date of display of seniority list = X+10
- (d) Date of pointing out discrepancies = X+15
- (e) Date of HAC-1 meeting = X+22

Application, once made, can also be withdrawn upto the last date for receipt of application.

4.3 The applications shall be screened by SIE and a seniority list shall be prepared for the various residences and displayed in the office of the Superintendent Institute Estate and also on the electronic Notice Board of the Institute for scrutiny by all concerned persons who may point out discrepancies, if any.

4.4 SENIORITY:

The Seniority shall be determined for each member of the Staff on the basis of following criteria.

- (a) The seniority will be determined as per date of joining in the group of entitlement, i.e. for B1 & B2 type of house date of joining in group B / C. For C type house date of joining in group M.T.S. If date of joining is same then basic pay will be considered, i.e. more basic pay will be accorded higher priority. If dates of joining and basic pay are same, employee having earlier date of Birth will be accorded higher priority.
- (b) On the death of a Staff member who has been occupying an Institute accommodation priority allotment may be made to the son, daughter or spouse of the staff member if any of them is a staff member of the Institute and has been residing with deceased staff.

If the spouse, son or daughter (as the case may be) of the deceased staff is eligible for the same or higher type of accommodation as was in occupation of the staff at the time of death, he/ she may be allotted the same accommodation as occupied by the deceased staff. Otherwise the type of residence shall be according to entitlement of the new incumbent.

- (c) Benefit of 1/3rd of the length of service of a retired staff upto a maximum limit of 3 years will be given for considering the seniority of the spouse, serving the Institute at the time of retirement of the said staff, for the purpose of allotment of a house in the category to which they belong. Provided that the seniority so calculated does not exceed that of the retired staff.

Provided that this benefit shall be availed of only for the first allotment of a regular residence even after the retired staff retains his/ her house for the full authorized duration. The house will be advertised in the immediate preceding advertisement before the full authorized duration (i.e. upto date of retirement if retention

of house as per clause 8 is not taken) is over and the spouse will also apply for the house in which the couple was staying.

The above benefit will be given only if the length of service in the Institute comes in picture while deciding the seniority of the applicant.

4.5 LICENSE FEE:-

Each allottee of an Institute residence shall be charged a license fee. The license fee will be as fixed by the Board from time to time for the different types of residences.

4.6 A House advertised thrice and yet not occupied, can be allotted to a staff member of the next lower sub group of the same group by the House Allotment Committee-II.

4.7.1 No person will be eligible to apply for fresh allotment of a residence of the same type in which he is living unless he has completed two year from the date of occupation of the residence. However, one can always apply for a higher type of residence, if eligible.

4.7.2 If the allottee vacates the allotted residence before the completion of two year, and is not residing in an Institute residence, no application will be considered for the next two year from the date of vacation of the previous residence.

4.8 After allotment of a residence the Allottee will be issued a formal order of allotment.

5.0 FORFEITURE OF ALLOTMENT OF A RESIDENCE

The residence once allotted must be occupied in the condition as-is within one month from the date of receipt of the allotment order by the allottee after vacating the previous Institute residence in which he/she is residing. Failure to do so within the stipulated time will result in the automatic cancellation of the allotment. Further, the allottee will be debarred from applying for any Institute residence for the next two years.

6.0 OUT OF TURN ALLOTMENT

6.1 Out of turn allotment shall be made only under the orders and discretion of the Dy. Director / Dean (Admn.) and normally the following categories of staff shall be entitled to out of turn allotment:

(a) Persons on Deputation

(b) Persons declared as belonging to essential services.

(d) Persons on medical grounds certified by a Medical Committee appointed by the Dy. Director/ Dean (Admn.).

Provided that the out of turn allotment shall be for a residence of his/ her entitled type or lower type of his/her group.

6.2 The Son/Daughter/Spouse of a deceased staff, if employed or being given employment in the institute, may be considered for out of turn allotment at his/her request for a residence of his/ her entitled type or lower type of his/her group, provided that the deceased staff was living in an Institute residence at the time of his/her death.

7.0 RETENTION OF RESIDENCE

7.1. Retention of residence may be permitted in the following cases, if and only if, the allottee, or his family, proposes to stay for the duration as indicated and at the license fee payable as mentioned against each.

Sl. No.	Condition	Maximum Duration permitted	License fee payable
a.	After retirement from the regular service	12 Months	On normal license fee After this, vacation of the premises
b.	After death of a Staff member: who was an authorized occupant of the house, the dependents residing with the deceased will be allowed retention of the house	12 Months	On normal license fee After this, vacation of the premises
c.	Resignation/expiry of the re-employment period/expiry of the contract period for contract employees and employees on deputation, compulsory retirement, Dismissal or termination from service	02 Months	Normal license fee After 02 Months, vacation of the premises.

Note-1 Request for permission to retain an Institute residence for the specific duration should be made to the Chairman, HAC-II on the prescribed Performa at least one month before due date of retirement/ due date of proceeding on leave or within 2 months of the death of the staff, in case of dismissal or termination from service, request should be made within a week of the letter of dismissal or termination.

Note-2 A residence retained under this clause must be vacated within the period as specified under Rule 7.1. Failing which eviction proceedings will be initiated according to the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 applicable to residential accommodation.

Note-3 In case of those staff who would be drawing pension from the Institute the license fee and other charges (Electricity/water) of the residence will be deducted from their pension every month. In other cases license fee must be paid in advance in quarterly installments. First installment should be deposited in the Institute within a week of grant of such permission. The permission, so granted shall terminate automatically, if the license fee for any quarter is not paid, as stipulated above and such occupation will amount to unauthorized occupation and action shall be taken as per Rules 10.

8.0 CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTE RESIDENCES.

8.1 The Institute residences are allotted for living for the allottee and his/her family and relatives. Any other person is not allowed to reside in the residence. If an allottee or his/her family is not staying in the house it must be vacated.

8.2 No allottee is permitted to sublet the residence allotted to him partly or fully or use it for any trade or business. If a complaint is received to this effect, appropriate action will be taken by the Institute authorities.

8.3 Sharing of the residence by the allottee with anyone else, other than those permitted under Rule 8.1 is not permitted.

8.4 Mutual exchange of residence by allottees without permission from the Institute is strictly prohibited.

8.5 The allottees will pay regularly license fee, electricity and water charges for the residence as prescribed by the Institute from time to time.

8.6 Any alteration or addition in the Institute residence shall not be allowed by the residents. However, the Institute may decide for identical alteration or addition in a group of identical houses.

- 8.7 Milk cattle or any other cattle will not be kept in an Institute residence or its out-house.
- 8.8 The allottees will not tamper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the Institute.
- 8.9 Unauthorized use of electricity or water supply in any manner will be treated as a serious offense and render the allottee liable to disciplinary action.
- 8.10 The allottee will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.
- 8.11 The allottees may maintain collared dogs or any other pets provided that they take extra care/responsibility so as not to cause any danger or nuisance to neighbors in any way.
- 8.12 The allottees are expected to conduct themselves in a courteous and polite manner with the neighbors. If any complaints are received about any resident being quarrelsome or indulging in objectionable activities like entertaining undesirable characters, disorderly behavior, getting intoxicated outside the house, etc., appropriate disciplinary action including cancellation of allotment of such residence shall be taken by the Institute authorities.
- 8.13 The allottee will not encroach upon the Institute land or the land of the neighboring residences for gardening or for any other purpose.
- 8.14 The allottee will not undertake cutting or lopping of the trees in the compound of their residences or nearby areas on his own.
- 8.15 Any fruit bearing tree (s) in the compound of the residence shall be the property of the Institute. The allottee may use the fruits for his own eating purposes. In case the resident sells the crops he will have to deposit 75% of the sale proceeds with the Institute.
- 8.16 Any timber yield from the tree(s) in the campus of the residences will be deposited by the allottee with the Superintendent Institute Estate (SIE) as the Institute property.

9.0 ALLOTMENT OF INSTITUTE COMMUNITY GARAGES.

9.1 Vacant Institute Community Garages will be notified from time to time for the purpose of allotment. Applications will be invited from all such staff as are eligible for B1 & B2 type of houses for allotment of garages built for the respective type of houses. They should be satisfying the following conditions.

- (a) That the applicant for the allotment of community garage should own a car in his own/spouse name for which documentary proof will have to be attached with the application.
- (b) That the allotment of Community garage will be made as per the seniority for house allotment. The garage inside a residential campus shall be allotted to the allottee of that residence irrespective of whether he/she owns a car or not.

9.2 Only one garage can be allotted to the allottee of a Institute residence. Staff member living in residences which have attached garages are not eligible to apply for allotment of a community garage.

- 9.3 The Institute will be divided into Zones for the above purpose and allotment of garages will be made zone-wise to a group A staff. The Zones will be notified time to time by the HAC-II.
- 9.4 The Community Garages are divided into groups on the basis of their physical proximity. Requests for change will be entertained only from one group of garages to the other.
- 9.5 Preference for a garage in a zone will be given to the residence of that zone.
- 9.6 Mutual exchange will be permitted within a zone with the permission of HAC-II so that one can get the garage nearest to his place of residence.
- 9.7 If an allottee shifts from one zone to another zone, he/ she must vacate the garage under his possession and will be given a garage in new zone, if available. In case the new allotted residence has an attached garage then there will be no need of fresh allotment.
- 9.8 In case of refusal to take possession of the allotted garage by the specified date, the concerned staff shall be debarred from applying for a fresh allotment for the next one year.
- 9.9 If at any stage during the occupancy of a garage, the allottee ceases to own a car, he/she must inform the Institute authorities and surrender the garage within one month.
- 9.10 Any misuse of the garage for any purpose other than parking personal vehicle will be a violation of the Code of Conduct.
- 9.11 Any other garage, which becomes available later, shall be added to the appropriate zone/group by the Institute Engineer with the approval of the HAC-II.
- 9.12 Persons living outside the Institute Campus can also apply for and may be allotted Community Garages.

10.0 UNAUTHORISED OCCUPATION AND PUNITIVE ACTIONS.

- 10.1 A person residing in an Institute residence or occupying a garage shall be deemed to be an unauthorized occupant if any of the following circumstances were true.
- (a) The residence or the garage (or both) is occupied without allotment.
 - (b) Violation of or Rules (s) 8.1 to 8.7 of the Code of Conduct for the allottees of Institute residences.
 - (c) Under the conditions specified in Rule 7.1, a duly allotted residence is retained:
 - (i) Beyond the allotted period without prior permission or if the permission is refused.
 - (ii) Without making advance payment of license fee as specified in the Note-3 of Rules 7.1.
 - (iii) In Violation of any term or condition as prescribed in the Rules for retaining the residence.
 - (d) An out of turn allottee, excepting persons on deputation to the Institute, three years after the date of out of turn allotment.
- 10.2 (a) An Institute staff declared to be unauthorized occupants by the Institute shall be liable for punitive action specified under Rule 10.6, besides any disciplinary action as per Institute Statutes/Rules.

- (b) If a person who is declared an unauthorized occupant is not an Institute employee, action will be taken as per law.

10.3 If the person, to whom the residence (or a part of it) is sublet, were also an Institute staff, he/she would also be liable to disciplinary action as per Rules. In addition, Punitive action as per Rule 10.6 may also be taken against such persons.

10.4 On a complaint received against a staff regarding violation under Rule 10.1, the staff will be served a notice to offer his comments in writing on the complaint within ten days from the receipt of such notice. For violation under Rules 10.1 (a), (b) & (c) punitive actions as per Rule 10.6 may be taken after serving a show-cause notice to be replied within ten days from the receipt of such notice.

Note:

(a) For the purposes of this Rule, the service of notice shall be deemed to be sufficient for all purposes, if it is sent once under registered post on the address of the premises concerned.

(b) Such complaint along with the comments or replies, if any, made by the concerned Staff shall be referred to the HAC-II. After considering the complaints and the comments, if any, the HAC-II may drop the complaint if satisfied with the comments or replies. However, if the HAC-II is not satisfied with such comments or replies, then it shall constitute an enquiry. If the HSC finds the complaint to be correct and the comments unconvincing for reasons to be recorded, then the staff concerned shall be given a notice to vacate the premises within 15 (fifteen) days from the date of such notice. In such a case, the staff shall be liable to all punitive action as provided for under unauthorized occupation under Rule 10.5 and 10.6.

10.5 For violating Rules 8.7 to 8.17 of the Code of Conduct and/or Rules 9.9, 9.10 if applicable, the allottee will render himself liable for disciplinary action as per Rules in addition to other punitive actions provide under Rule 10.6.

10.6 PUNITIVE ACTION FOR UNAUTHORISED OCCUPATION

An unauthorized occupant will be liable to eviction by the Estate Officer under section 2 and section 3 of the Public Premises (Eviction of unauthorized occupants) Act 1971 (act No. 49 of 1971) applicable to residential accommodation occupation.

11. Discretionary Power of the Dy. Director/ Dean (Admin.)

Situations, not covered by the guidelines stated above, will be decided by the Dy. Director/ Dean (Admin). Also, the Dy. Director/ Dean (Admin), in the interest of the Institute, may use his/ her discretionary power to allot any house to any of the Staff member.


04 JAN 2018

Appendix 'J'
Item No. BoG/54.25

Delegation of financial powers with respect to the expenditure in Estate & Works.

Sl. No.	Description of Jobs	Approving Officer	Maximum delegated amount (Rs.)
1.	Approval, placing of work order and processing of Bills	Group 'A' Officers of AEE level	10,000/-
2.	Approval, placing of work order and processing of Bills	Executive Engineer	50,000/-
3.	(a) Approval, placing of work order and processing of Bills (b) Approval of Placing of Work Order for works more than Rs. 5,00,000/- and up to Rs. 50,00,000/- . Bills shall be processed by the Institute Engineer through Associate Dean Infrastructure.	Institute Engineer Dean Infrastructure	5,00,000/- 50,00,000/-
4.	Placing of work order of more than Rs. 50,00,000/- and upto Rs. 2,00,00,000.00 by the Dean Infrastructure with prior permission/ Approval from Director. Bills shall be processed by the Institute Engineer through Associate Dean Infrastructure and Dean Infrastructure.	Director	2,00,00,000.00
5.	All works of value more than Rs. 2,00,00,000.00. Bills shall be processed by the Institute Engineer through Associate Dean Infrastructure and Dean Infrastructure.	Building & Works Committee (B&WC), Finance Committee (FC) and Board of Governors (BOG)	-
6.	Variation on the contract cost	1. Upto 20% maximum by Dean Infrastructure The Director can allow variation upto 50%, if due justification is provided. However, in exception cases, the Director can allow upto 100%.	-
7.	Extra Items	Dean Infrastructure on the recommendations of the Institute Engineer	-
8.	Time Extension	1. For works upto Rs. 2.00 crore, Dean Infrastructure 2. For works more than Rs. 2.00 crore, Director	-