

Tele: 23019222

Dte Gen Md Accn Project
Engr-in-Chief's Branch
Integrated HQ of MoD(Army)
Kashmir House, Rajaji Marg
New Delhi - 110 011

30000/5/MAP/DG Sectt/ 108 /PIg-Policy

13 Oct 2014

(All PM MAP)

**STANDING OPERATING PROCEDURE FOR
HANDING / TAKING OVER OF CHARGE BY PROJECT MANAGER (MAP)**

1. **General.** DG MAP has been entrusted with planning and execution of Married Accommodation through Project Managers all over India. In order to streamline the process of handing / taking over between the Project Managers, guidelines in the form of SOP have been prepared to ensure all the inputs are made available to the new Project Manager (PM) and execution of the project does not suffer on account of transition, Govt interests are safe guarded and accountability of Project Manager's can be fixed in the event of a dispute at a later date.
2. **Aim.** The aim of SOP is to lay down proper procedure to be followed for smooth handing / taking between Project Managers.
3. **Action on Receipt of Posting Order.** On receipt of posting order, Project Manager will inform DG MAP office with details, date of move, date of reporting of his relief etc and obtain date of reporting at HQ DG MAP for handing/taking over. The time till reporting of PM designate will be utilized to ensure that all accounts, measurement books (MBs) have been updated, handing/taking over notes have been prepared as per this SOP and kept ready to be given to PM (designate) immediately on arrival.
4. **Preparation of Handing / Taking Over Notes.** The handing / taking over notes shall be prepared covering following aspects:-
 - (a) Brief mention of organization of DG MAP. The details shall include the details of concerned DDG of team under which PM is working, Director contracts, Nodal Officer, Director Budget, Dir Arch, SO1 IT & SO1 P&S, alongwith tele No and email addresses if any.
 - (b) The organization chart of Project Manager's office is to be given. The details to include tele no, email address and details of DEPMC and contractor etc.

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(c) The details of officers of PCDA under whose jurisdiction the station is covered with tele nos etc to be given. The process for payments to various agencies released by PCDA to be mentioned in detail.

(d) Details of Stn Cdr, role of Stn Cdr issued vide QMG's branch letter No 35328/DHC/2001-02/Q3(Policy) dt 31 May 2002 and amendment letter No 35328/MAP/Ph-III/Pkg (Wks & Bud) dt 16 Apr 2013 and details of PMG for the project.

(e) **Project Details.** It shall cover complete details of DUs being constructed under MAP project at various pockets within the station. Brief scope of work to be given clearly covering the work being executed / planned as under:-

- (i) DPR Part -I - By MAP
- (ii) DPR Part-II - By MES (or as being undertaken)
- (iii) Furniture
- (iv) Issues with civ agencies.
- (v) Misc.

(f) The other details of the project reqd to be provided and explained to PM (designate) are as under:-

- (i) CA.
 - (aa) Contractor.
 - (ab) DEPMC.
- (ii) Drawings folder.
- (iii) Amendment to drawings issued after the award of contract in separate folder & Register of all amendments with dates.
- (iv) Adm Approval.
- (v) Acceptance of wk.
- (vi) First work order and subsequent work orders, if any.
- (vii) Initial level sheet duly signed by PM, Contractor, DEPMC and sent to all concerned with covering letter, including physical verification of temp bench marks / ref points established at site to decide upon the FFL's for various bldgs/ Road levels.
- (viii) Soil Test Report of each pocket.

(ix) **Approvals & Test Reports:-**

- (aa) Quarries
- (ab) Sand
- (ac) Aggregate
- (ad) Water Source & test report of water every six months.
- (ae) Cement (Various brands of cement allowed for incorporation in the work)
- (af) Steel

(x) Design mix report and amount of Cement / cum of concrete and amount of water/cum of concrete. (For each approved brand of cement).

- (xi) Installation of RMC, calibration and serviceability.
- (xii) Other eqpt brought by the contractor & its serviceability
- (xiii) Eqpt in the site Lab, calibration and serviceability.
- (xiv) Approval of Samples of other items issued till date and procedure for approval.
- (xv) Approved deviation orders.
- (xvi) Go ahead provided by HQ DG MAP and pending deviation orders.
- (xvii) Other deviation orders in the pipeline.
- (xviii) FSTR of the proj.
- (xvix) Cement register.
- (xx) Steel register.

(g) **Office Space.**

- (i) PM.
- (ii) DEPMC.
- (iii) Contractor.

(h) **Other Accn / Storage Space.**

- (i) Site Lab
- (ii) Sample
- (iii) Cement store with proper dunnage and double lock system.
- (iv) Steel yard with proper dunnage.
- (v) Shelter for storing other material.

(j) **Site Lab & IS codes for Various Tests.**

(k) **Stn Related Issues.**

(i) Approval of site layout in respect of all sites duly countersigned by Stn cdr

(ii) Approval for establishment of labour camp/ quarry site/ dumping ground/ RMC plant etc.

(iii) List of samples (with physical signature/ stamps/ photographs) duly approved by Stn Cdr. [Tiles, Bathroom fittings etc.]

(iv) Procedure for issue of security passes for contractor's team/staff and procedure for entry of labour at work site.

(l) **PMG at Stn HQ.**

(i) Composition of PMG.

(ii) Frequency of visit of PMG.

(iii) Various points raised by PMG and action taken there off.

(iv) Record of visit of PMG.

5. List of documents to be explained to PM (designate) and to be attached with the handing/taking over document are as under:-

(a) Monthly report on physical & financial progress of work sent by PM to HQ DG MAP.

(b) Monthly progress report booklet prepared by DEPMC every month and sent to HQ DG MAP through PM and the folder in which all MPRs till date have been filed.

(c) Soft copy of the photographs taken and maintained by DEPMC at each stage of constr. (CD to be provided)

(d) The list of site documents being maintained as per Contract Agreement to be provided as Appx 'A' with a certificate that all the documents have been updated.

(e) List of all current files/documents held with Project Manager/his staff to be enclosed as Appx 'B'.

- (f) The list of closed documents held with Project Manager / his staff to be enclosed as Appx 'C'.
- (g) Add back DO's and the status of Deviation Orders showing both approved & under approval / initiated, planned to be initiated as Appx 'D'.
- (h) Procedure of defacing of vouchers for materials procured by contractor and maintaining them in a folder with a register.
- (j) Procedure of steel being brought at site, weighed, stocked and test record being maintained. Latest posn to be provided duly signed by all concerned as Appx 'E'.
- (k) Whether all the mtrl lying at site has been paid for and record shown.
- (l) Details of mtrl brought at site and not paid for, is to be briefed in details and enclosed as Appx 'F'.
- (m) Procedure for grant of extension of time and Chronological record of phase wise extension granted as Appx 'G'.
- (n) Important directives given through site order book and list of other major directives given to the contractor by PM and the latest posn as Appx 'H'.
- (o) The details of important decision conveyed through tour notes of Frmn Cdr's, E-in-C and DG MAP incl action taken report on these instructions to be enclosed as Appx 'J'.
- (p) Suitable action taken or pending points of tech check, LTAR, audit objections etc, with letter ref no by which processed to various HQs and list of bal objection pending as on date as Appx 'K'.
- (q) The details of arbitration / court cases to be given as Appx 'L'.
- (r) List of issues pending with civil agencies if any as Appx 'M'.
- (s) The progress of external services work being executed by MES/MAP being explained and put on record. Any delays to be specifically mentioned as Appx 'N'.
- (t) List of issue for which decisions have been taken by PM verbally but ratification from HQ DG MAP is awaited as Appx 'O'.
- (u) List of reports & returns has been explained and list is att as Appx 'P'.

(v) **Policy letters:-**

- (i) Booklet of MAP works procedure.
- (ii) Policy on duties & responsibilities of Project Manager incl DO letter No 30000/5/MAP/DG Sectt/88/Plg-Policy dt 26 Aug 2014 to be enclosed as Appx 'Q'.
- (iii) Instructions for Stn Cdr issued by QMG Branch vide their letter No 35328/DHC/2001-02/Q3(Policy) dt 31 May 2002 and amendment issued vide letter No 35328/MAP/Ph-III/Pkg (Wks & Bud) dt 16 Apr 13 to be enclosed as Appx 'R'.
- (iv) List of all important policy letters on firefighting, lifts and other issues issued by E-in-C's branch/HQ DG MAP to be enclosed as Appx 'S'.
- (v) SOP issued by E-in-C's branch for H/O & T/O of MAP assets vide A/37696/MAP/Ph-II/Pol/E2W (MAP Cell) dt 31 Jan 13 & amendments, if any, to be enclosed as Appx 'T'.
- (w) Procedure for updating the project info and data on LOTUS.

6. The details of the payments made to various components of the Proj viz Contractor, DEPMC and project contingency are reqd to be provided.

(a) **Contractor**

(i) **Contract.**

- (aa) List of MBs, and Certificate that all measurements for which payments have been made till date have been recorded in MB's as Appx 'U' Annexure I.
- (ab) Whether the earth work has been paid. If earth work has been paid, show the MB and docu. The earth wk pending for payment has to be clearly mentioned in the handing / taking over document. Certificate to the ibid effect is to be provided as Appx 'U' Annexure II.
- (ac) The latest monthly expenditure report showing allocations of funds alongwith expenditure incurred, with yard stick & projection of funds for that particular financial year to be enclosed as Appx 'U' Annexure III.
- (ad) The summary sheet of all RAR's paid including latest RAR paid showing payment made for work done & material at site etc to be given as Appx 'U' Annexure IV.

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- (ae) Procedure and status of escalation being paid to be explained.
- (af) The latest monthly overall physical & financial progress of work including physical progress of each block of every site to be given as Appx 'U' Annexure V.
- (ag) Detail of any amount kept reserve in RAR.
- (ah) Any deductions made/ to be made on non provn of staff/ deficiencies in contract/ bad workmanship as Appx 'U' Annexure VI

(ii) **Mob Adv.**

- (aa) Details of Mob adv given incl its interest and the latest report from the bank account in which mob adv given by deptt has been credited by the contractor as Appx 'U' Annexure VII.
- (ab) Details of BGB's are given for securing mob adv as Appx 'U' Annexure VIII.
- (ac) Summary of recovery of mob adv till date & in future including details of BGB's encashed for recovery of mob Adv as Appx 'U' Annexure IX.
- (ad) Any enchased BGB yet to adjusted by CDA as Appx 'U' Annexure X.

(iii) **Details of BGB's with their Date of Validity (as Appx U Annexure XI).**

- (aa) BGB's against release of 25% reserve against material at site.
- (ab) BGB's against release of 5% reserve against work done.
- (ac) BGB's against Mob Adv.

(b) **DEPMC.**

- (i) The details of payments released to DEPMC till date as Appx 'U' Annexure XII.
- (ii) Summery of month wise deployment of employers & other equipment as per DEPMC contract provisions as Appx 'U' Annexure XIII.
- (iii) Any deductions made/ to be made on non provn of staff/deficiencies in contract as Appx 'U' Annexure XIV.

(c) **Project Contingency.**

- (i) The details of payments made against project contingency as Appx 'U' Annexure XV under separate heads of Sty, CHT and Telephone.

(ii) Details of CHT Contractor put on record and paid with IFA concurrence.

(d) **Fund State as Appx U Annexure XVI.**

- (i) Latest fund demand and allotment under various heads.
- (ii) Expenditure as per latest MER.
- (iii) Any bill /RAR submitted to PCDA/ in process not yet reflected in MER.
- (e) FSTR of the project as Appx 'V'.

7. **Quality Issues & Other Misc Issues with Contractor & DEPMC and Others.** A detailed note on various issues raised/currently being raised with the contractor and DEPMC giving letter references be provided as Appx W for the info of PM (designate), so that continuity is maintained. All other issues which the PM feels the PM (designate) should/must know, be mentioned and provided as Appx 'X'.

8. **Maintenance during Defects Liability Period.** The handing taking over notes to indicate all such contracts which are under defect liability period & defects notified by Board of Officers at the time of Handing / Taking over or brought to the knowledge during defect liability period by representative of MES. The leakage / seepage of buildings, if any, to be clearly brought out in handing / taking notes and provided as Appx 'Y'.

9. **Guarantees.** The details of guarantees furnished by contractors for water proofing treatment of RCC roof slabs, sunkan floors, RCC overhead tanks & lift pits etc & ATT treatment to be indicated in handing / taking over notes and provided as Appx 'Z'.

10. **Conclusion.** DG MAP is responsible for execution of Married Accommodation Projects scattered all over the country & continuity of implementation of decisions taken by DG MAP plays a vital role in timely execution of projects including maintaining highest standards of quality. Therefore, it is important that Project Managers are well conversant with all aspects of project and there are no gaps left for imagination. The SOP is a guideline, however any additional important information what the PM feels need to be provided to PM designate, must be provided.



(Dinesh Gupta)
Col
Dir Tech
For DG MAP

Copy to :-

Team 'A'
Team 'B'
SO-1 (Coord)
SO-1 (IT)

- for uploading on Lotus.

SO-1 (P/S)

- Policy file