

DG MAP : DIRECTIVE NO 44

DUTIES OF NODAL OFFICERS

1. Duties of Nodal officers are as appended below they will be responsible for the following:-

(a) Recce cum Sitting Board

- (i) Scrutinize the Recce cum Sitting Board.
- (ii) Maintain the copy of Recce cum Sitting Board.
- (iii) Processing of Recce cum Sitting Board.

(b) Preparation of DEPMC Contract Nodal officer will assist the DG, DDG and Contract Section in conclusion of DEPMC contract and will scrutinize and process necessary documents for the same. Draft Technical Sanction will be prepared by the Nodal Officer for approval of the DG.

(c) Preparation of DPR

- (i) Maintain regular interaction with Consultant and Project Manager to expedite preparation of DPR. Nodal Offr shall authenticate the level sheet prepared for NGL by DEPMC which shall form part of DPR.
- (ii) Nodal Officers will monitor the soil testing activity and keep a record of the same.
- (iii) Scrutiny of the DPR.
- (iv) Preparation of noting for approval of the DPR.
- (v) Processing of Draft Adm Approval for sanction by the CFA.

(d) Pre Tender Stage

- (i) Prepare Draft Technical sanction for building work.
- (ii) Scrutinise the tender documents and make recommendations for changes where required.
- (iii) Check congruence of various specifications and provisions of tender documents and highlight contradictions.

(e) Placing of Work Order Nodal officer will keep records of placement of work order for commencement of work post conclusion of contract.

(f) Finalization of NGL and FFL The NGL and FFL will be decided jointly by Nodal Officer, Project Manager (PM), Contractor and Consultant. These levels will be frozen and Add Back quantities will be worked out accordingly. PM will ensure that adequate notice is given to Nodal Officer to be available for this activity.

(g) Sample Approval Nodal Offr shall ensure that sample of material are approved as per CA provn within 10 days time from the date of submission of sample by the contractor.

(h) Hindrances Nodal Offrs shall ensure that site encumbrances are resolved within reasonable time frame. If need arises, he shall liaise with Stn authorities to resolve the issues.

(j) **Maintenance of Records** Nodal Officers will keep record of the following:-

- (i) Soil Investigation Report.
- (ii) Copy of DEPMC and Building Contracts.
- (iii) Status of Deviation Orders.
- (iv) Status of Add Back DOs.
- (v) Monthly Expenditure Report (MER) and Monthly Progress Report (MPR).
- (vi) Level sheet and Soil Investigation Report.
- (vii) FSTR.
- (viii) Status of Final Bills.
- (ix) Status of handing over of Dwelling Units (DUs).

(k) **Processing of DOs and Add Back DOs** Nodal Officer will keep the record of all DOs and liaise with Contract Section to expedite their finalization. Nodal Officer will also ensure that deviation limits of the DO and overall tolerance of the sanctioned budget is not exceeded and will prepare and submit the FSTR accordingly.

(l) **External Services** Nodal Officer will maintain liaison with agency executing the external services and mismatch in progress of building work and external services will be monitored. Nodal Officer will liaise with Dir(MAP) at MAP Cell at E-in-C's Branch to remain updated on the subject.

(m) **Monthly Updates** Nodal Officer will give monthly updates to the DG through a presentation with latest photographs. The presentation will include progress of external services, furniture, status of Final Bill of building, DEPMC and IVRS contracts. In addition hindrances to the project, if any, will also be covered in the presentation.

(n) **Technical Inspection** The Nodal Officers will conduct the Technical Inspection of their project as per laid down norms and submit their report to the DDG and DG on the prescribed format.

(o) **STEs Observation** Nodal Officers will keep record of STEs observation and submission of their replies by the PM and Contract Section. Nodal Officer will also prepare replies to the observations when directed by the DDG.

(p) **CVC Observation** Nodal Officers will keep records of CVC observation and submission of their replies by the PM and Contract Section. Nodal Officer will also prepare replies to the observations when directed by the DDG.

(q) **Analysis of Monthly DO by PM to DG** Nodal Officers will analyse the monthly DO and take follow up action on all issues raised therein and coordinate resolution of issues with other sections. The progress made on the points will be covered in the monthly presentation by Nodal Officers to DG.

(r) **Station Folder** Nodal Officer will maintain a Station Folder wherein all relevant information pertaining to station will be maintained including name of Station Commander, Formation Commander, Engineer Authorities, Formations and Units.

(s) **Financial Planning** Nodal Officers will submit the requirement of Funds for the project to the Budget Section in consultation with PM. The requirement submitted by PM will be critically analysed and further projected with recommendations.

(t) **Handing Over of Completed DUs** Nodal Officer will monitor progress of handing over of completed DUs and liaise with concerned authorities to expedite the same.

(u) **Payments of Final Bill** Nodal Officer will maintain the progress of preparation, processing and payments of Final Bills in respect of Building, Arboriculture and DEPMC and IVRS contracts. Nodal Officer will liaise with PM, Contract Section / MES authorities to expedite the payments of Final Bill.

(v) **Rectification of Defects** The Nodal Officers will keep records of defects rectification by the building contractor and monitor the progress of the same.

(w) **Issues Related With MES Stations** The Nodal Officers will also be assigned the MES Stations for which they will process cases related to issue of Administrative Approval and Financial Concurrences.

(x) **Submission of Monthly Reports** The Nodal Officers will submit Reports and Returns (as specified by their respective teams) to the Director (Works) or nominated officer for compilation and further submission to HQ DG MAP. Nodal Officer will ensure timely receipt of MPR & MER from the DEPMC through the PM. He will carry out a detailed analysis of the report and place the deductions of the analysis and recommendations on noting to the DDG.

(y) **Analysis of the MPR** Nodal Officer will analyse the MPR and highlight following issues on noting:-

- (i) Manpower provided by consultant against authorization.
- (ii) Progress achieved in the month against expected progress.
- (iii) Manpower deployed by the contractor and deficiency in manpower as per plan.
- (iv) Deficiency of material and equipment on site.
- (v) Any other inputs.

(z) **List of Pending Decisions** Nodal Officer will maintain list of pending decisions by HQ DG MAP and coordinate with various section for their resolution.

(aa) **Update of Data on Lotus** Nodal Officer will ensure that DEOs will continuously update the data on Lotus.

(ab) **Assistance to DDG/ DG MAP** Nodal Officer will assist the DDG in execution of his duties and will also carry out duties assigned by him.

2. This supersedes Directive No-2 issued vide this office letter No. 30000/5A/MAP/DG Sect/Directives dt 10 Sep 2015

30000/5A/MAP/DG Sect/ *HH* /Directive

Dated : *22* Dec 2015

sd/- xxx
(A Mathialagan)
Col
Dir Tech
For DG MAP

Distr :-

Team A
Team B

Copy to :-

All PM's

- for info pl.

- it is requested to kindly upload in lotus for all PM's.