

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

ULAN BATAR ROAD, PALAM, DELHI CANTT – 10

No. AN/XII/18001/1/AWP/2018-19

Dated: 25.09.2017

To

All PCsDA/CsDA/PCA of Fys

(Through CGDA Website)

Subject: Annual Works Programme (AWP) for the year 2018-19 relating to Additions/Alterations/Special Repairs to buildings (Office & Residential) and maintenance thereof.

Over a period of time, Defence Accounts Department has created a number of assets in the form of office buildings, Training Centers, residential quarters and Transit Accommodations/Guest Houses etc. To maintain these assets, considerable Budget is allocated in the DAD Capital Works/Maintenance head every year. The resources placed at the disposal of Department for maintenance of these assets are limited and therefore we need to prioritize our work proposals for optimal utilization of resources to enhance the conditions of the DAD assets.

2. Therefore to prioritize the works proposals, PCsDA/CsDA are requested to review the physical conditions of DAD buildings and project Annual Works Programme/Annual Maintenance Programme for the year 2018-19 in respect of office and residential accommodation in all the stations under their Administrative jurisdiction in consultation with the engineering authorities.

3. The AWP should include all proposals which are to be sanctioned either by PCDA/CDA or by the CGDA, under the delegated powers, during the financial year 2018-19 in the Proforma 'A' & 'B' enclosed. **The works so proposed should include only those works which are of urgent nature and priorities should be given to work proposals to ensure structural soundness, enhanced life and utility of Govt assets as per Addenda 5 of DWP. Petty repairs and works which can be undertaken under normal maintenance programme should not be included.**

4. The Annual Maintenance Programme should include the maintenance requirement for office and residential complexes during the financial year 2018-19. In this connection it is stated that despite allotment of maintenance funds, complaints are received regarding poor maintenance/improper maintenance of DAD residential complex/office buildings. For considering proportionate allotment under Maintenance Heads, it is requested to submit the realistic maintenance programme with reference to annual requirement. The Annual Maintenance Programme may please be furnished in the Proforma 'C' & 'D' enclosed with this circular. **The demand for maintenance funds**

should be in accordance with Plinth Area Rates authorized for maintenance of building as per latest Govt orders. It has been experienced in the past that demand made for maintenance of DAD assets are being projected on very higher side without specific authority. Therefore PCsDA/CsDA are requested to critically examine the projections made by Maintenance agencies with respect to Plinth Area Rates authorized for such buildings and other related expenditure viz. Pay & Allowances of MES personnel actually deployed on the maintenance of DAD assets, water and electricity charges actually being paid for DAD Assets, cost of fuel for Gen Set and stores for maintenance purpose.

5. The AWP/AMP in the prescribed format duly completed, should reach HQ office by **30.10.2017** positively duly seen by concerned PCDA/CDA. As the AWP will be put up to CGDA for approval, it is requested to adhere to the time schedule so that the same can be finalized at the earliest and funds projection for BE 2018-19 be made to MOD (Fin) at the stage of RE 2017-18. The AWP so approved by HQrs office will be communicated to field PCsDA/CsDA in due time so that further action with regard to submission of AEs etc. will be taken by field PCsDA/CsDA. **It is further intimated that only those worked included in the Annual Works Programme will be considered for sanction/release of funds during the year 2018-19.**

6. In view of above, PCsDA/CsDA are requested to ensure submission of the AWP/AMP for the financial year 2018-19 for all the stations under their administrative jurisdiction in the enclosed proformas 'A' to 'D' by **30.10.2017** positively.



(Mustaq Ahmad)
Deputy CGDA (Admin)

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Officer-in-Charge
IT & S Wing (Local)

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For uploading the circular along with its enclosures on the website of CGDA.



(Mustaq Ahmad)
Deputy CGDA (Admin)

PROPOSALS RELATED TO OFFICE ACCOMMODATION

NAME OF OFFICE COMPLEX

A. TO BE SANCTIONED UNDER THE DELEGATED POWERS OF CGDA

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

B TO BE SANCTIONED UNDER THE DELEGATED POWERS OF PCsDA/CsDA

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

PROPOSALS RELATED TO RESIDENTIAL ACCOMMODATION

NAME OF RESIDENTIAL COMPLEX

A. TO BE SANCTIONED UNDER THE DELEGATED POWERS OF CGDA

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

B. TO BE SANCTIONED UNDER THE DELEGATED POWERS OF PCsDA/CsDA

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

PROPOSALS FOR ANNUAL MAINTENANCE PROGRAMME FOR DAD OFFICE BUILDINGS

NAME OF OFFICE COMPLEX

Sl No	Building/ Barrack No	Year of construction/ completion of building	Plinth Area	Works proposed to be carried out under NORMAL MAINTENANCE OF BUILDING		Works proposed to be carried out under PERIODICAL SERVICES			Works proposed to be carried out under MAINTENANCE OF ELECTRICITY/WATER INSTALLATIONS	
				Name of work	Rough Indication Cost	Name of work	Year in which work was undertaken previously	Rough Indication Cost	Name of work	Rough Indication Cost
1	2	3	4	5	6	7	8	9	10	11

Proposed expenditure to be incurred on account of procurement of bulk supply of electricity & water				Proposed expenditure to be incurred on account of payment of Pay and Allowances of MES Key personnel deployed for maintenance installation		Total expenditure proposed for the year
Electricity		Water		No. of Key Personnel	Approx Amount	
Unit	Amount	Unit	Amount			16
12	13	14	15			

PROPOSALS FOR ANNUAL MAINTENANCE PROGRAMME FOR DAD RESIDENTIAL BUILDINGS

NAME OF RESIDENTIAL COMPLEX

Sl No	Building/ Barrack No	Year of construction/ completion of building	Plinth Area	Works proposed to be carried out under NORMAL MAINTENANCE OF BUILDING		Works proposed to be carried out under PERIODICAL SERVICES			Works proposed to be carried out under MAINTENANCE OF ELECTRICITY/WATER INSTALLATIONS	
				Name of work	Rough Indication Cost	Name of work	Year in which work was undertaken previously	Rough Indication Cost	Name of work	Rough cost
1	2	3	4	5	6	7	8	9	10	11

Proposed expenditure to be incurred on account of payment of Pay and Allowances of MES Key personnel deployed for maintenance installation		Amount paid out of maintenance grant towards bulk purchase of electricity and amount realized from residents during preceding financial year		Total expenditure proposed for the year
No. of Key Personnel	Approx amount	Amount paid for bulk purchase	Amount realized from residents	
12	13	14	15	16