

NOTE FOR CONSIDERATION OF SPECIFIC WORK/PROJECT/SCHEME

Project:-

Cost:-

Construction agency-

1	Name of the Department					
2	Head of Department					
	i	Designation				
	ii	Responsibility for the Work/Project/Scheme				
	iii	Specific observations with regard to the Work/Project/Scheme				
3	Administrative Secretary					
	i	Role in respect of the Project				
	ii	Responsibility for the Work/Project/Scheme				
	iii	Specific observations with regard to the Work/Project/Scheme				
4	Implementation officer					
	i	Name				
	ii	Designation				
	iii	Phone No. & Mobile No.				
	iv	Duties				
5	Name of the work/project/scheme					
6	Specification					
7	Basis of cost estimation					
8	Estimated cost		Original	Revised	Modified	Differential
A	i	Building				
	ii	Office Building				
	iii	Residential Building				
	iv	Basement				
	v	Development work in the building Complex				
	vi	Misc. Schemes/Components i.e. Lifts. Parks etc.				
	B	Roads				
	C	Footpath				
	D	Signages				
	E	Electrical work				
	F	Horticultural work				
	E	Other Work not covered in the above specification				
Total Estimated Cost						

9	Covered Area		Original	Revised	Modified	Differential
A	i	Building				
	ii	Office Building				
	iii	Residential Building				
	iv	Basement				
	v	Development work in the building Complex				
	vi	Misc. Schemes/Components i.e. Lifts. Parks etc.				
	B	Roads				
	C	Footpath				
	D	Signages				
	E	Electrical work				
	F	Horticultural work				
	E	Other Work not covered in the above specification				
Total Estimated Cost						
10	Unit Cost		Original	Revised	Modified	Differential
A	i	Building				
	ii	Office Building				
	iii	Residential Building				
	iv	Basement				
	v	Development work in the building Complex				
	vi	Misc. Schemes/Components i.e. Lifts. Parks etc.				
	B	Roads				
	C	Footpath				
	D	Signages				
	E	Electrical work				
	F	Horticultural work				
	E	Other Work not covered in the above specification				
Estimated Unit Cost (overall)						
11	Objective					
12	Category of work (Original/replacement)					
13	Nature of work Capital/Revenue /(Plan/Non Plan)					
14	Budget provision					
15	Phasing of the project/scheme/work (during gestation period)		Physical progress (activity wise/ year wise)		Projected expenditure	
	Year 1					
	Year 2					

	Year 3			
	Year 4			
16	Expenditure incurred so far			
17	Provision for revenue component related to the project			
A		Physical implications		
	i	Day to day routine maintenance		
	ii	Annual maintenance		
	iii	Preventive maintenance		
	iv	Special maintenance		
B		Financial implications		
18	Manpower planning			
	A	Physical implications		
	B	Financial implications		
19	Office equipment and other required infrastructure			
	A	Physical implications		
	B	Financial implications		
20	Availability of land			
	i	Land is available for the project or not		
	ii	Land use		
	iii	Land is encumbrance free or otherwise		
21	Status of requisite statutory clearance			
22	Approval of Minister has been obtained or not			
23	Schedule of completion			
	i	Period of pre-construction stage		
	ii	Construction period		
24	Design of the project and approvals thereof			
	i	Concept plan		
	ii	Working drawings		
	iii	Soil exploration report for facilitating foundation		
	iv	Detailed architectural drawing		
	v	Detailed structural drawings		
	vi	Detailed specification of items of the project		
25	PERT/CPM charts			
26	Status of Monitoring Committee			
	i	Constituent		
	ii	Schedule of review meetings		

27	Projected scheme wise/ component wise cost estimation							
	Items of Work	Basement (Rs. In Crores)	Office college building (Separat ely for each type)	Residential building (Separately for each type) (Rs. in Crores)	Extern al develo pment costs civil (Rs. in Crores)	Addl. Works cost. (Rs. in Crores	Cost of Lifts	Total (Rs. in Crores)
i.	Civil work a. Based on DSR rates b. Based on Market rate							
ii.	Electrical Work							
iii.	Horticulture work							
iv.	Shifting of Utilities							
v.	Other works							
vi.	C.I. on DSR Items							
vii.	Contingencies @ 1%							
viii.	Labour cess @ 1%							
ix.	3 rd party Quality Control							
x.	Consultancy							
xi.	Departmental Charges							
Total Cost								
Covered Area								
Unit/M² Cost								
28	Observations of Planning department & Compliance thereof							
29	<p>Certified that I have personally examined the estimates of the project relating to _____, estimated cost of which is ` _____/- and is fully satisfied that the project is justified. Further the technical and financial components to the cost estimation (original) is correct in all respect and it fulfils the principles of technical and financial prudence and is most economical one to fulfil its objective and therefore, its conception and estimation is fully justified. It is further certified that the project complies with the norms of financial propriety and maintains economy in expenditure and could be completed within the scheduled time period at the estimated cost. It has no impediments/obstructions in its implementation. It is further certified that the proposal has been got examined from Plan functionary/Account functionary of the Division/Department and their observations has been taken into account for the project.</p> <p style="text-align: right;">Name of the Executive in-charge with Signature & seal</p>							

30	<p>Certified that I have personally perused the proposal and have found it suitably conceptualized. The proposal would meet/serve the requirements/objectives of the department. Encumbrance free land is available. All administrative formalities, statutory clearances, provisions of parking, rain water harvesting and recycling of water, green building features etc. have been complied. Necessary provision for maintenance has been made for one year after completion of work/projects/scheme. Man power planning has been estimated and efforts will be made to create the required posts by the time the project is completed and fill them up within the period of 6 month of completion of the project. However, during the intervening period the work will be handled by Maintenance unit of Delhi, PWD. The proposed work can be started within a period of ---- months of the sanction and expected to be completed within the scheduled period of ----- months.</p>
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Signature Head of the Department

Signature of Administrative Secretary