

**Policy No: 02/2013**

Tele/Fax: 23013099

E2Wks (MAP Cell) Sub Dte  
Dte of Wks  
E-in-C's Branch  
Integrated HQ of MoD (Army)  
Kashmir House, Rajaji Marg,  
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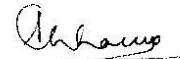
A/37696/MAP Ph-II/POL/E2W (MAP Cell)

3 | Jan 13

List 'A' & 'B'

**STANDING OPERATING PROCEDURE FOR HANDING/TAKING OVER  
OF ASSETS CREATED BY MAP TO MES**

1. Standing Operating Procedure for Handing/Taking over of assets created by MAP to MES is enclosed as Appendix for your information and necessary action please.
2. This supersedes SOP issued earlier vide this office letter No 37696/GEN/POL/E2W (PPC) dated 27 Jul 06 including amendments thereof.
3. This may be circulated down to the level of GE/AGE (I).



**(SK Khanna)**  
Brig  
DDGW (PPC & Est)  
For E-in-C

**Encls:** As above

**Copy To:-**

QMG Branch, Sena Bhavan

Integrated HQ of MoD (Navy),  
Directorate of Works

Integrated HQ of MoD (Air Force),  
DG (Works & Ceremonials)

MS Branch/MS-12

You are requested to disseminate the SOP to all formations and Stn Cdrs for smooth handing over of assets, created by DG MAP to MES.

**Internal**

DG MAP  
DG (Pers) Dte/E1B  
E2W (PPC)  
E2W (Army)  
E2W (N&DP)  
E2W (AF)  
E-4 (Utility)  
E-8 (Contract)

[2]

**Appendix**

(Refers to E-in-C's Branch letter No  
A/37696/MAP PhII/POL/E2W (MAP Cell)  
dated 21 Jan 13)

**STANDING OPERATING PROCEDURE  
FOR HANDING OVER OF ASSETS CREATED BY MAP TO MES**

**General**

1. DG MAP has been entrusted with the task of constructing married accommodation through various agencies including MES. The existing SOP on the handing taking (H/T) over of assets has large No of gaps leading at times, to delay in smooth handing taking over of the accommodation. Considering the changed scenario of executing agencies in Ph-II, there is a necessity to lay down proper procedure to avoid any confusion/problems during H/T over of assets created by MAP to MES. Revision of SOP has thus become necessary to enable users to occupy the new constructed Dwelling Units (DUs) quickly and prevent revenue loss to the Government.

**Aim**

2. The aim of this SOP is to lay down the procedure to be followed for smooth and quick handing over of assets created by MAP to MES.

**Prior Intimation of Completion of Project**

3. As the buildings/project near completion, PM/TA MAP will bring it to the notice of Stn Cdr and GE (Maint)/local MES authority three months in advance before the anticipated completion to facilitate ordering of Stn BOO and simultaneous checking of defects to reduce H/T over time after the buildings are completed. PM will concurrently take all actions to complete the documents necessary for H/T over of DUs.

**Action on Receipt of Intimation of Completion**

4. (a) **Action by Stn Cdr.** On receipt of intimation of anticipated completion schedule, following actions would be undertaken by the Stn Cdr:-

(i) Order a Stn BOO for H/T over of assets created by MAP to MES.  
Composition of BOO will be as under:-

- |                        |   |  |
|------------------------|---|--|
| (aa) Presiding Officer | - | To be appointed by Stn HQ<br>(Preferably Chairman, PMG)        |
| (ab) Members           | - | PM/TA of HQ DG MAP   |
|                        | - | Rep of Review Consultant<br>(where applicable)                 |
|                        | - | Rep of PSUs (where applicable)                                 |
|                        | - | GE(Maint)  |
|                        | - | Chairman/Member PMG where<br>exists (if not Presiding officer) |
|                        | - | Rep DEPMC (as applicable)                                      |



[3]

(ii) Order a separate BOO to cater for dispersed sites or too many DUs at one site. This will facilitate simultaneous and speedy H/T over of all offered DUs. Delay in finalization of any particular BOO for any reason will not affect the H/T over of other DUs.

(iii) Ensure that BPs are completed within reasonable laid down time frame and DUs are handed over to the user to prevent loss of revenue to the Government.

(iv) Ensure that defects as brought out by the BOO are rectified by the PM/TA MAP through deployed contractor/executing agency at the earliest for expeditious handing over to the users.

(v) DUs to be occupied only after the BPs are completed, countersigned by the Stn Cdr and completion certificate issued by PM.

(vi) Ensure watch and ward of the newly constructed DUs taken over by MES till handed over to the users.

(b) **Action by BOO.**

(i) On receipt of convening order, BOO should assemble immediately and issue out inspection schedule of DUs.

(ii) At the end of each day's inspection, defects list, if any, should be handed over by the Presiding Officer to the PM/TA MAP to enable contractor to simultaneously carry out rectification of defects pointed out.

(iii) Defects rectified during the inspection by the BOO should be checked before finalization of BPs and only remaining defects should be included in the final list of defects (if any). The BPs should be submitted on priority to Stn Cdr for countersignature and allotment of DUs. However, defects such as leakage in any part, faulty geometrics, slopes, substandard material, cracked/broken tiles, cracks, water stagnation on roofs/roads/hard standing, blockage of sanitary pipes, rain water pipes, sewage pipes etc, shall be rectified before handing over the DUs.

(iv) BOO to ensure that all documents/inventories as listed at Para 4(d) of this SOP are handed over to MES by PM/TA MAP.

(v) BOO must be completed within the time frame prescribed by the Stn Cdr. A weekly report by Presiding Officer for any delay beyond the laid down time would be sent to Stn Cdr and DG MAP.



(c) **Action by GE (Maint).**

- (i) Intimate proposed building Nos to PM for marking.
- (ii) Intimate numbers for equipment like fans, geysers, meters etc to the PM/TA MAP for numbering the same.
- (iii) Plan electric/water/sewage connection from existing or newly developed resources.
- (iv) Demand maintenance funds for the buildings taken over for routine maint on taking over the DUs.
- (v) GE will work out the requirement of manning the E/M installations. He will plan M & O contracts, if necessary, for services so that M & O is effective from the date of taking over of the assets by him. In case the contract provides for manning by contractor during defect liability period, the above actions will be taken three months prior to completion of defect liability period.

(d) **Action by PM/TA MAP.**

- (i) At the time of giving intimation to Stn Cdr for expected completion of building, PM/TA MAP will simultaneously arrange to keep following documents(where applicable) ready for handing over to MES :-
  - (aa) Copy of CA.
  - (ab) One set of completion drawings along with hard and soft copy.
  - (ac) Details of deviation/amendments as per actual work executed on ground.
  - (ad) Road Register
  - (ae) Manual/Catalogue/Warranty Cards/Machine history sheet (less E/M No)/Test Reports of E/M equipments alongwith recommended list of spare parts
  - (af) Plant Record Book.
  - (ag) Building Inventory
  - (ah) Register of Fans, Geysers and Meters duly completed and numbered.
  - (aj) Draft RPMB featuring anticipated completion cost.
  - (ak) Layout of U/G cable.
  - (al) Structural drawings hard and soft copy alongwith design folder.
  - (am) PSMBs shall be handed over duly audited by RAO/LAO.



(ii) All documents enumerated above will be made available to H/T over BOO.

(iii) Intimate GE (Maint) regarding total number of equipment like fans, geysers, meters, obtain the number for equipments to be numbered and ensure to get them numbered by the contractor.

(iv) PM/TA MAP must ensure establishment of a defect rectification cell by contractor, who will rectify all defects brought to his notice by MES/PM/TA MAP during H/T over and defect liability period.

**Handing Over of E & M Equipment/System and IVRS**

5. **Fire Fighting System.** On completion of fire fighting system, PM/TA MAP shall get the same tested by fire advisor/inspector from the State Government. System should then be taken over on Plant Record Book and handed over to GE (Maint) by PM /TA MAP along with literature/catalogue.

6. **Lifts.** PM/TA MAP will liaise with state lift inspector before and after installing the lift(s) and get the work inspected. System should be taken on charge on Plant Record Book and handed over to GE (Maint) by PM /TA MAP alongwith literature/catalogue.

7. **DG Set.** PM/TA MAP will approach Senior IEM through CE Zone for the requisite testing. DG Set along with accessories will be entered in Plant Record Book. Plant Record Book alongwith machine history sheet, installations drawings, Senior IEM Test Report and literature/catalogue received from manufactures will be handed over by PM /TA MAP to the GE (Maint).

8. **IVRS.**

(a) **Ph - I.**

(i) PM/TA will ask names of person from GE (Maint) required to be trained by IVRS contractor for handling IVRS and organize training in consultation with GE and IVRS contractor. GE will demand and provide a telephone connection exclusively for IVRS and provide space for installation of the system.

(ii) PM will give the list of complaint codes as per CA to Stn HQ/ GE (Maint) well in advance. Any modification based on the needs of MES to be given to IVRS contractor before installation of the system.

(iii) On installation, two days training will be imparted by IVRS contractor to the nominated personnel.

(iv) Hardware and software inventory will form the part of handing/taking over between PM/TA MAP and handing/taking over BOO and further to GE (Maint).



- (b) **Ph – II.** Not applicable, as MES is the executing agency.

**Part H/T Over of DUs**

9. H/T over of DUs completed in part will be as per the same procedure as the normal H/T over mentioned at Paras 4 to 8 above of SOP.
10. Defect liability of the part project will start from the date of completion of that part.

**Arboriculture**

11. **Ph – I.** Set of completion drawings signed by PM/TA, PSU and DEPMC, plumbing drawings (if any), electrical diagram (if any) and written guarantee for the period of two years for maintenance of the arboriculture and landscaping work will be handed over to the GE (Maint) by PM/TA MAP. These activities will not be applicable for the work executed by the MES after approval of ASC.
12. **Ph – II.** Not applicable as MES is the executing agency.

**Defect Liability of Contractor and Maintenance of DUs by MES**

13. **Defect Liability.** Defect liability covers rectification of all defects of buildings and services for a period covered by defect liability cropped up due to faulty design, use of substandard material or poor workmanship during construction. This will include all defects notified by the Stn BOO/MES during H/T over and also defects which develop subsequently during liability period of two years. Leakage/seepage in the buildings would generally be categorized under this heading.
14. **Routine Maintenance.** Routine maintenance is meant for upkeep of assets which have deteriorated due to normal wear and tear due to their usage and/or due to weather conditions, mishandling of assets and replacement of consumables. Replacement of broken/burnt switches, dockets, chokes etc from part of routine maintenance. The requirement of routine maintenance emerges on day to day basis and includes petty day to day minor repairs such as attending complaints for non-functioning of electricity, water and sewage lines.
15. **Maintenance During Defect Liability Period.** GE would be responsible and carry out routine and periodic maintenance of the handed over buildings as per RMES and instructions issued from time to time. Contractor shall remain responsible for rectification of all defects, notified by the BOO at the time of H/T over or brought to the knowledge during defect liability period by representative of MES. Funds for routine and periodic maintenance for handed over DUs will be demanded by the GE through MES channel.



**Defect Liability Period (DLP)**

16. DLP starts from the date of issue of project completion certificate. DLP completes after two years from the date of completion of the project.

17. Any defects registered up to the last date of DLP will be legitimate and the contractor is bound to rectify the same.

**18. Procedure For Defect Rectification During DLP.**

(a) On occupation of a DU, all complaints of users will be forwarded to MES Complaint Cell. Maintenance complaint will be addressed by GE and complaint of defects in construction of DUs will be forwarded to PM for rectification by contractor.

(b) Defect rectification cell will be established by the contractor that will be functional, adequately stocked at all times with necessary tradesmen/technical manpower and stores till DLP is over and all defects rectified.

**19. Defect Rectification Under Risk And Cost Of Contractor.**

(a) All efforts should be made by the DG MAP/Stn Cdr/PM to get the defects rectified by the original contractor as risk and cost contract procedure considerably delays the actual commencement of the repair.

(b) Once the necessity of risk and cost contract is established, final warning letter to the contractor will be issued by DG MAP.

(c) GE (Maint) shall submit DCS for risk and cost contract through CE Zone to DG MAP who will thereafter issue necessary direction to MES through E-in-C's Branch to conclude risk and cost contract. Necessary funds shall be placed by DG MAP at the disposal of GE (Maint) under a separate code head for this purpose.

(d) Arbitration/legal issues arising out of the risk and cost contract with the main contractor would be defended by DG MAP.

**Completion Certificate**

20. **Completion Report of the Project.** On completion of project, project completion certificate will be issued by the PM to the contractor and CR Part 'A' will be initiated with the concurrence of Stn Cdr. DG MAP and GE (Maint) will be intimated.



21. **Completion of Defect Liability.** Three months prior to expiry of DLP, the Stn Cdr shall order a BOO with PM/TA, GE (Maint), representative of contractor and others as required as members to check for any defects. The BOO shall list all the defects in the BPs those have developed during DLP. The BPs along with list of defects duly concurred by Stn Cdr shall be communicated to the contractor by the PM/TA for rectification in a time bound manner. PM/TA shall issue completion certificate to the contractor on satisfactory completion of defect rectification with the concurrence of Stn Cdr.

**Posting Out of PM/TA Without Further Relief**

22. Till a PM/TA is posted, he will be responsible to DG MAP for all tasks at site till final closure of the project.

23. PM/TA MAP shall not be posted out without relief during final stages/handling over time. The PM/TA shall remain on the project for a period of six months after the DUs are occupied to resolve initial teething problems. Thereafter, the PM/TA may be posted out and the charge may be handed over to GE (Maint) who will act as PM/TA till final closure of Project, in addition to his duties. In any case, Final Bill will be signed by the regular PM/TA before being posted out. GE (Maint) while functioning as PM/TA MAP shall take instructions from and remain accountable to DG MAP.

**Agreements & Guarantees**

24. **Agreements.**

(a) **Ph – I.** All agreements with state agencies/local bodies for electric supply, water supply and sewage disposals will be concluded by GE(Maint) as per laid down procedure in the RMES. PM/TA MAP will provide all support in concluding the above mentioned agreements. Budgetary provisions will be made available by DG MAP to GE(Maint) through PM/TA MAP for payment to state authorities.

(b) **Ph – II.** All actions as required will be undertaken by GE (Maint) being the executing agency.

25. **Guarantees**

(a) **Ph-I.** PSUs will render specific guarantee on stamp paper of appropriate value against the following for the works executed by them; provided following form the part of MoU between respective PSU and DG MAP:-

(i) Leakage/seepage emanating from construction defects in water proofing treatment of RCC slabs including sunken floors, RCC overhead water tanks and lift pit for a period of 10 years from the date of issue of completion certificate.





(ii) Anti termite treatment for a period of 10 years from the date of issue of completion certificate.

(iii) Certificate for structural stability including safety against earthquake.

(b) All such documents mentioned at Para 25(a) above will be handed over by TA/PM to GE (Maint) before the closure of the Final Bill or before moving out on posting without relief whichever is earlier.

(c) **Phase – II.**

(i) Contractor shall stand a guarantee to the Government for a period of 10 years from the date of completion for anti termite treatment. A written guarantee in the favour of PM issued by the contractor will be handed over to the GE (Maint) before the closure of Final Bill.

(ii) Guarantee as prescribed in the CA will be obtained from the contractor for water proofing treatment of RCC roof slabs including sunken floors, RCC overhead water tanks and lift pit for 10 years. The same should be handed over to the GE (Maint) before the closure of Final Bill. Contractor may however furnish a fixed deposit receipt in lieu of security deposit for water proofing treatment as specified in the CA. Same should be handed over to GE (Maint) by PM.


#### **Settlement of Disputes**

26. DG MAP will be responsible for sorting out all audit observations, disposal of surplus store and T&P, disputes on contracts, payment of Final Bill and finalization of accounts. Completion report Part A & B will be initiated by PM/TA.

27. Stn Cdr will act as nodal agency to settle all disputes arising at the time of handing/taking over and decision taken by the Stn Cdr shall be followed by all concerned. However, in case of unresolved issues, either party can refer the matter to DG MAP whose decision would be final for resolving such disputed issues.

#### **Conclusion**

28. DG MAP has been formed to execute Married Accommodation Project and connected services. Stn Cdr has to play a vital role in timely taking over of buildings and services by mediating between PM/TA and the executing agency/contractor on one side and GE (Maint) on the other side.

  
(VK Reddy) 31.1.2013  
SE  
Dir ( MAP Cell)  
For E-in-C

Policy No: 04/2013

17

Tele/Fax: 23013099

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Dte of Wks  
E-in-C's Branch  
Integrated HQ of MoD (Army)  
Kashmir House, Rajaji Marg,  
New Delhi-110011

A/37696/MAP Ph-II/POL/E2W (MAP Cell)

05 Jun 13

List 'A' & 'B'

**AMENDMENT**  
**STANDING OPERATING PROCEDURE FOR HANDING/TAKING OVER**  
**OF ASSETS CREATED BY MAP TO MES**

1. Ref this HQ SOP circulated vide letter No A/37696/MAP Ph-II/POL/E2W (MAP Cell) dt 31 Jan 13. (Policy No 02/2013)
2. Amendments to the SOP for H/T over assets created by MAP to MES are hereby made as under:

(a) **Part H/T over of DUs**

Delete Para 9 in toto and substitute as under:-

**Para 9.** H/T over of DUs completed in part of the contract at one or more isolated pocket/complex, same procedure as given at Para 4 to 8 shall be followed. However, the documents mentioned as under only shall be handed over by PM to GE at the time of H/T over of DUs. Balance documents mentioned at Para 4(d) shall be handed over along with H/T over of last set of DUs.

- (i) Copy of CA
- (ii) Manual/Catalogue/Warranty Cards/Machine history sheet (less E/M No)/ Test Reports of E/M equipments along with recommended list of spare parts
- (iii) Plant record book.
- (iv) Building Inventory
- (v) Certified extract of Register of Fans, Geysers and Meters duly completed and numbered for the portion of the DUs being handed over (Final register of fans/geysers/meters shall be handed over at the time of H/T over of last set of DUs).


(b) **H/T over of Fire Fighting & Lifts**

Delete Para 5 & 6 in toto and substitute as under :-

**Para 5: Fire Fighting system.** On completion of fire fighting system, PM /TA MAP shall get the same tested by Fire Advisor/Inspector from the State Government if the same is mandatory as per the laws of the state, otherwise the system shall be got tested from Sr IEM of the Comd/CE Zone as per the MES practice. System should then be taken over on Plant Record Book and handed over to GE (Maint) by PM /TA MAP along with literature / catalogue.

**Para 6: Lifts.** PM/TA MAP will liaise with State Lift Inspector before and after installing the lift(s) and get the work inspected, if the same is mandatory as per the laws of the state, otherwise the system shall be got tested from Sr IEM of the Comd/CE Zone as per the MES practice. System should then be taken over on charge on Plant Record Book and handed over to GE (Maint) by PM /TA MAP along with literature / catalogue.

3. The above may be circulated down to the level of GE/AGE (I).

  
(V. Reddy)  
SE  
Dir (MAP Cell)  
For E-in-C

**Copy To:**

QMG Branch, Sena Bhavan

Integrated HQ of MoD (Navy),  
Directorate of Works

Integrated HQ of MoD (Air Force),  
DG (Works & Ceremonials)

You are requested to disseminate the amendments to SOP to all formations and Stn Cdrs for smooth handing over of assets, created by DG MAP to MES.

**Internal**

DG MAP  
E2W (PPC)  
E2W (Army)  
E2W (N&DP)  
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E-4 (Utility)  
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D/C  
59

E2Wks (MAPCell) Sub Dte  
Dte of Wks  
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Integrated HQ of MoD (Army)  
Kashmir House, Rajaji Marg,  
New Delhi-110011

A/37696/MAP Ph-II/ POL/E2W (MAP Cell)

20 Aug 13

Headquarters  
CE Western Command

**TESTING OF LIFT AND FIRE FIGHTING SYSTEM**  
**MARRIED ACCN PROJECT PHASE-II AT SUBROTO PARK**

1. Ref CE (AF) Palam letter No 47003/MAP NP/17/E4 dated 26 Jun 2013 & 47003/Map Sub Pk/84/E4 dated 25 Jul 2013(copies enclosed).
2. SOP for H/T over of assets between DG MAP and MES was issued vide this HQ letter No A/37696/MAP Ph-II/ POL/E2W (MAP Cell) dated 31 Jan 13 & subsequently amended vide letter even No dated 05 Jun 13. As per this SOP, the lift and fire fighting system shall be got tested by the PM MAP from State Govt agencies (Lift inspector/Fire officer) as per the statutory rules of the state concerned before handing over to GE (Maint). If no such rules exist in a particular state, the same shall be got tested from Sr IEM of the CE Comd/Zone as per the MES practice. In other words, procedure similar to what the CEs Zone follow for testing of lifts/fire fighting of AMWP wks shall be followed in the case of MAP wks also.
3. In view of the above, suitable directions may be issued to CE (AF) Palam for smooth H/T over of MAP accn under their area of jurisdiction.

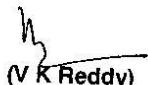
**Encls :** As above

**Copy to :**

HQ DG MAP

CE (AF) Palam

Air Force Record Office  
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New Delhi-110010

  
**(V K Reddy)**  
SE  
Dir (MAP Cell)  
For E-in-C



**Policy No:** 12/2013

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E2Wks (MAP Cell) Sub Dte  
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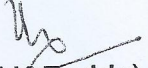
A/37696/MAP Ph-II/POL/64 /E2W (MAP Cell)

26 Dec 13

E-in-C's list 'A' & 'B'

**AMENDMENT**  
**STANDING OPERATING PROCEDURE FOR HANDING/TAKING OVER**  
**OF ASSETS CREATED BY MAP TO MES**

1. Reference this HQ SOP circulated vide letter No A/37696/MAP Ph-II/POL/E2W (MAP Cell) dated 31 Jan 13 (Policy No 02/2013) and amended vide No A/37696/MAP Ph-II /POL/E2W (MAP Cell) dated 05 Jun 13 (Policy No 04/2013).
2. Para 13 of Appendix is hereby amended as under:-  
**Defect Liability.** Defect liability covers rectification of all defects of buildings and services for a period covered by defect liability cropped up due to use of substandard material or poor workmanship during construction. This will include all defects notified by the Stn BOO/MES during H/T over and also defects which develop subsequently during liability period of two years. Leakage/seepage in the buildings would generally be categorized under this heading.
3. The above may be circulated down to the level of GE/AGE (I).

  
**(V K Reddy)**  
SE  
Dir (MAP Cell)  
For E-in-C

**Copy to:**

QMG's Branch, Sena Bhawan

Integrated HQ of MoD (Navy)  
Directorate of Works

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You are requested to disseminate the amendment to SOP to all formations and Stn Cdrs for smooth handing over of assets, created by DG MAP to MES.

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