

(SEAL)

MANUAL FOR INTENSIVE EXAMINATION OF
WORKS / PURCHASE CONTRACTS FOR
PSUs, AUTONOMOUS BODIES, BANKS
INSURANCE COMPANIES & FINANCIAL INSTITUTIONS

CHIEF TECHNICAL EXAMINER'S ORGANISATION

CENTRAL VIGILANCE COMMISSION
GOVERNMENT OF INDIA

**MANUAL FOR INTENSIVE EXAMINATION
OF WORKS / PURCHASE CONTRACTS**

FOR

**PSUs, AUTONOMOUS BODIES, BANKS,
INSURANCE COMPANIES
&
FINANCIAL INSTITUTIONS**

(S E A L)

CHIEF TECHNICAL EXAMINER'S ORGANISATION

CENTRAL VIGILANCE COMMISSION
GOVERNMENT OF INDIA

PREFACE

The Chief Technical Examiner's Organisation (CTEO) in the Central Vigilance Commission conducts intensive examination of various types of works / purchase contracts executed by the organizations, falling within the jurisdiction of the Commission. The shortcomings observed during the course of such examinations are brought to the notice of CVOs for suitable corrective action. The CTEO has also issued a number of booklets highlighting common lapses observed during examination of such works / contracts along with guidelines for improvement.

The inspections conducted by CTEO not only help in improving the systems in the organizations, but also result in huge savings by way of recovery from contractors' bills for deficient works. However, with the limited staff available with the CTEO, it is able to conduct only about one and half percent of all the works / purchase contracts reported by the CVOs of the organizations under its purview.

With a view to enlarge the scope of such inspections, the Commission issued instructions that CVOs of various organizations should also conduct intensive examination of works / purchase contracts based on the pattern of inspection carried out by CTEO. To facilitate such inspections by CVOs, this booklet containing broad guidelines for intensive examination of works / purchase contracts is being issued. This may be circulated to all concerned.

Any suggestions may please be brought to the notice of the undersigned.

Sd/-

NEW DELHI

JUNE 2004

(M.P. JUNEJA)
CHIEF TECHNICAL EXAMINER
CENTRAL VIGILANCE COMMISSION

1.0 INTRODUCTION

CET's organisation is conducting only a limited intensive technical examination of works (with the limited staff available) and cannot inspect all the works of various organisations. Hence, it is necessary that large public sector undertakings should set up an independent CTE type unit in their organization for technical examination of major projects / purchase contracts.

Efforts is hereby made to prepare broad guidelines for technical examination of work/purchase contracts. These guidelines would help the independent units set up in PSUs in conducting technical examination of works / purchase contracts.

2.0 SIZE OF THE TECHNICAL EXAMINATION TEAM

The size of the team depends on the workload of the organization. It is required only in respect of the organization, which has major construction activities, purchases etc. The minimum size of the team should be one Technical Examiner and one Assistant Technical Examiner in the rank of Executive Engineer and Assistant Engineer respectively in the Central Government. Additional staff, if any, may be decided by the organization themselves depending upon their workload.

3.0 SELECTION OF WORKS / PURCHASE CONTRACTS

The selection of works / purchase contracts should be done based on the quarterly progress reports submitted by the various units of the department. Following format is proposed for submission of quarterly progress reports.

- i. Name of work and location.
- ii. Estimated cost.
- iii. Tendered cost.
- iv. % above / below SOR
- v. Agreement / Contract number
- vi. Agency
- vii. Date of start / Scheduled delivery period.

- viii. Time of completion.
- ix. Physical progress / present status
- x. Name of engineer-in-charge / officers with address.
- xi. Remarks.

Based on quarterly progress reports, works may be selected for intensive examination keeping the following broad guidelines in view.

- a. Complaints received from various sources.
- b. Works/purchase contracts specifically recommended by heads of organization for inspection.
- c. Works/purchase contracts under the charge of officers of doubtful integrity.
- d. Large contracts.
- e. Works/purchase contracts of units with substantial work load as compared to others.
- f. Works/purchase contracts of units, which have not been inspected at all.

4.0 DOCUMENTS FOR INSPECTION

After selection of work/purchase contract, intimation may be sent to the concerned unit requesting them for sending a copy of last bill paid to the contractor along with other details as per prescribed proforma attached at Appendix I. List of records/ documents to be kept ready for examination during site inspection is also enclosed in the above proforma.

5.0 INSPECTION

Inspection should preferably be done with prior intimation so that concerned officers/engineers and others may be present at the office/site to clarify points. Concerned officers / engineers include the representatives of planning, design, tender processing, acceptance of tenders and construction wing. The representative of contractor, the consultant, if any, should be

encouraged to be present. While taking samples, representatives of contractor and construction team/stores depot-in-charge are invariably required to be present at the site. Samples may be taken by inspecting team for independent testing in laboratory of repute. Required proforma in this regard is enclosed at Appendix II and Appendix III. The inspection is generally conducted in two parts. The first part covers the inspection of records and documents and the second part covers the physical inspection of the work/materials including checking of measurements and quality of materials and work, collecting samples of materials for testing, wherever possible etc.

6.0 INTENSIVE EXAMINATION REPORT

After detailed inspection of documents and site inspection, a report may be prepared covering the following points.

- a. Preliminary estimate, administrative approval and expenditure sanction, vetting of demands, checking of specification etc. in respect of purchase.
- b. Detailed estimate, technical sanction.
- c. Appointment of consultant.
- d. Pre-qualification of bidders.
- e. Call of tenders and award of work.
- f. Agreement.
- g. Inspection, dispatch and acceptance of materials.
- h. Scrutiny of bills.
- i. Scrutiny of site records.
- j. Site inspection.

The report may bring out instances of lapses/irregularities in appointment of consultant, prequalification of bidders, defective bidding conditions, awarding contract, defective contract conditions and clauses, pre-dispatch inspection,

post contract amendments, over payments made to contractors, substandard work, in fructuous and avoidable expenditure etc.

The inspecting team might also suggest preventive measures in certain areas as safeguard against mal-practices or corrupt practices and to plug loopholes in the procedure, rules, regulation etc. In such cases action should be taken by the CVO to have suitable directions issued by the Chief Executive / Head of the department. After preparation of report, the report may be sent to the concerned head for reply. A copy of report proforma showing various points that should be contained in the report is enclosed at Appendix IV. In cases, where serious irregularities or negligence are observed, those paras may be taken up for detailed vigilance investigation and the case may be referred to the Commissioner for first stage advice.

7.0 REPLY

After receipt of report by the concerned unit head, he should obtain comments of various officers at the site of work or in the office at appropriate level, on the inspection report. The comments will include the following.

- a. A statement regarding correctness of facts stated in the report, if some of the facts are not correct, this should be clearly brought out and at the same time the correct facts, if different from the facts mentioned in the report should also be indicated.
- b. A detailed reply for the facts of commission or omission brought out in the report.
- c. Comments on the explanations received from concerned officers.

Reply to the observations in the report should be sent promptly by the concerned unit in-charge. Documentary evidence in support of reply should also be enclosed with the reply. A sample proforma for sending reply is enclosed at Appendix V. The concerned unit in-charge should arrange to have a similar and complete examination done in other cases. Concerned unit in-charge should ensure the following.

- i. To get the defects pointed out in the report removed either by contractor or otherwise (at the risk and cost of contractor) wherever possible.

- ii. For regularizing minor irregularities brought out in the report by sanction of competent authority after ascertaining the reasons for the same and after investigating in to the bonafides in each case. Appropriate preventive measures may also be ensured for future.
- iii. To effect recoveries in cases where over payments are pointed out in the report.
- iv. Ensure sanction of competent authority for accepting substandard work at suitable reduced rates in cases where it is not possible to rectify the defects. However, the structural soundness and functional adequacy of substandard work should be established.
- v. Ensure action against consultants, contractors or suppliers, where they have put the department to loss or have done grossly substandard work for which they have claimed full payment.

8.0 REJOINDER

In cases, where replies to the observations are not satisfactory either further clarification be called or appropriate further action may be advised in the form of rejoinder. Taking into account the replies/clarifications furnished, decision regarding taking up serious paras for detailed investigation may be taken up. The proforma of rejoinder is enclosed at Appendix VI.

9.0 VIGILANCE INVESTIGATION

In respect of paras taken up for detailed investigation, the following steps are to be taken by the CVO in this regard.

- a. Appoint a reliable and independent engineer/officer to assist the CVO.
- b. Identify and seize the relevant records.
- c. Scrutinise the records and prepare notes.
- d. Identity the officials responsible for the lapse.
- e. Call for explanations from the officials identified.
- f. Prepare the investigation report (IR).

Such investigation is basically a preliminary enquiry to determine whether prima facie there is some substance in the lapse. Once it is established that there is a prima facie case against the public servant, charge sheet is to be framed for initiating disciplinary proceedings against the officials responsible for the lapses after obtaining advice of the Commission. Therefore, it becomes all the more necessary to conduct the investigation properly.

To have an effective investigation, a format is prescribed and given in Appendix VII. Minimum particulars required under various head of the I.R. are explained below.

- i. Introduction: The origin and history of the case is dealt with under this head.
- ii. Lapses: Original paras and the lapses are to be mentioned here.
- iii. Appointment of independent engineer/officer: Whenever the CVO has no competent engineer/officer under him, he has to appoint an independent engineer/officer to assist him during the investigation.
- iv. Identification & seizing documents: After the appointment of independent engineer/officer, the documents relevant to the investigation are to be identified with his assistance. Soon after the documents are identified, those are to be seized and kept under the custody of CVO. All the particulars and action taken in this regard are to be recorded under this head.
- v. Identification of officials concerned: From the records, the officials associated with the lapses are identified with the assistance of independent engineer/officer. Scrutiny note of the documents is to be given under this head. The list of records relied upon are to be enclosed as annexure.
- vi. Explanation of officials: Explanations of the officials are then called for. The letters calling for explanations and replies given by them are to be enclosed as annexure. This head discusses the details regarding the above.

- vii. Investigation proper: The records, documents and the explanations received from the concerned officials are analysed in this head. Para-wise lapses are to be analysed under the following heads:
 - a. Opinion of independent engineer/officer on the explanation submitted by the suspected officials with reference to lapses and documents seized.
 - b. Comments of CVO on the opinion of the independent engineer/officer.
 - c. Conclusion of CVO.

- viii. Recommendation of CVO: The CVO summarises his conclusions and gives for initiating disciplinary proceedings etc. against each suspected official indicating the following.
 - Name and designation of official responsible for the lapses.
 - Para-wise lapses for which the official is responsible.
 - Disciplinary action proposed such as major penalty proceedings, minor p.p. etc.

- ix. Annexures: The annexure to the report can be files, explanation letters etc. indicated in the body of the report.

- x. Bio data: Bio data of the suspected officials, in the proforma given in the Appendix VIII are also be sent along with the I.R.

10.0 ADVICE OF THE COMMISSION

The above investigation report shall be submitted to the Secretary, CVC for the first stage advice of the commission. After obtaining the first stage advice, further action by the organisation can be taken as is being done in other cases on the receipt of the first stage advice.

NAME OF ORGANIZATION

To:

Sub:- Intensive examination of works / purchase contracts.

Ref: _____

Sir,

1. It has been decided to carry out intensive examination of the following works/purchase contracts of your Division/Organisation from _____ to _____.

S.No.	Name of work/purchase contract & location/ ----- Description of item	Agreement/ ----- Contract No. and date	Name of contractor/ ----- Agency	Total value -----
-------	--	---	--	----------------------

2. To enable the inspection to be carried out properly, you are requested to please arrange to collect and make the following documents available to the undersigned/Asstt. Technical Examiner/Jr. Technical Examiner as explained below.

2.1 PROFORMA FOR GENERAL INFORMATION IN ANNEXURE I.

Items under para 1 to 1.4 may be filled in and the proforma returned immediately duly signed. In case the administrative set up is different from that indicated in paras 1.3 and 1.4, the information may be furnished as per the set up available in your Organization.

2.2 PROFORMA FOR "TECHNICAL INFORMATION" IN ANNEXURE II.

This may please be filled in, signed and forwarded immediately along with copies against item No. 2, 7, 8, 9 & 17.

2.3 DOCUMENTS FOR INSPECTION AT SITE OFFICE ANNEXURE III

All these original documents will be examined at site / site office and may please be kept ready after inspection programme is intimated.

- 3.** After intimation of inspection programme, arrangements may please be kept at site for the inspection of different work along with required tools, plants and workmen. You may kindly ensure that all parts of the building/work are made available for inspection.
- 4.** The information in proforma at Annexure I & II is to be furnished on factual basis as per records already available. As such it may please be ensured that requisite information in these proforma is forwarded immediately so as to reach this office within 15 days after issue of this letter. If one or two items are not readily available, submission of entire proforma should not be delayed on that account. The remaining information may follow shortly thereafter.
- 5.** Kindly acknowledge receipt of this communication.

Yours faithfully,

()
TECHNICAL EXAMINER

Encl: 1. Annexure I, II, III.
2. Proforma A, B, C, D.

ANNEXURE – I

1.0 Particulars of work/purchase contract

1.1 Name of work/purchase contract

Agreement No. and date _____
Name of contractor _____
Estimated cost _____
Tendered cost _____
Scheduled delivery period _____
Date of start _____
Due date of completion _____
Inspection authority _____
Present progress _____

1.2 Tender details

Mode of tender enquiry _____
Date of issue of NIT/tender enquiry _____
Date of receipt of tenders _____
Number of tenders sold _____
Number of tenders received _____
Whether negotiations conducted _____

1.3 Departmental Authorities

Zone / GM office _____
Circle / Dy. GM office _____
Division / Sr. Mgr., Mgr. Office _____

Sub Division / field unit

1.4 Officials In-charge of work

Chief Engineer / GM / ED

Superintending Engineer / Dy. GM

Executive Engineer / Mgr. / Sr. Mgr.

Asstt. Engineer / Dy. Mgr. / Asstt. Mgr.

Jr. Engineer / Supervisor

Divisional Accountant / Finance Officer

Asstt. Surveyor of work in Division /
Planning Officer in Field unit.

Surveyor of works in Circle / Planning
Officer in GM / ED office.

Surveyor of works in SSW's office /
Planning Officers in Corporate Office.

Name

Signatures

TECHNICAL INFORMATION

1. Name of work / purchase contract :
2. Agreement No. : Please supply copy of agreement.
3. Name of contractor :
4. Estimated cost together with details :
5. Tendered cost :
6. a. Date of commencement :
b. Stipulated date of completion :
c. % progress. :
7. Ref. memo and date of sanction of project stores purchase. : (Please supply copy of memo.)
8. Ref. and date of technical sanction : (Please supply copy of sanction)
9. Date of approval of NIT : (Please supply copy of letter of approval)
10. Date of publication of NIT in press :
11. Date of receipt of tenders :
12. No. of tenders sold :
13. No. of tenders received :
14. Whether work / contract awarded to lowest tenderer :
15. Whether market rate justification available on record. :
16. Works manual / purchase manual adopted. :
17. Sr. No. and date of last running bill paid : (Please supply copy of bill with Encls.)
18. Whether AHR / ALR items identified :
19. No. of statements Extra item Substituted item Deduction item
(a) Sanctioned:
(b) Proposed :
20. Test check carried out upto last RA bill Prescribed Actual
% test check by AE/Dy. Mgr. Asstt. Mgr. ..
% test check by EE/Mgr./Sr. Mgr. ..
% test check by SE / Dy. GM ..

Name _____

Designation _____

ANNEXURE – III

DOCUMENTS FOR INSPECTION AT SITE OFFICE

1. (a) Press cuttings, including extended dates, if any.
 - i. For pre-qualification of Architects / Consultants.
 - ii. For pre-qualification of contractors.
 - iii. Call of tenders.
- (b) Register of sale of tenders.
- (b) Register of opening of tenders.
2. File giving reference to Financial sanction and approval of competent administrative authority - Preliminary estimate.
3. Copy of detailed estimate and its technical sanction by competent technical authority.
4. Approval of NIT (Notice inviting tenders) in original.
5. Rejected tenders and comparative statements for -
 - (a) Selection of architects/consultants.
 - (b) Short-listing or pre-qualification of tenders.
 - (c) Other tenders.
6. (i) Justification statement and corresponding notings in support of tender/offer accepted.
- (ii) Original files with complete noting and correspondence portion from invitation of procurement till placement of contract and completion of supplies.
- (iii) Regular tenders.
7. Details of negotiations, if any, made before acceptance of tenders.
8. Original contract with consultant/contractor.
9. Guarantee bond etc. towards security for work/purchase contract, machinery/mobilization advance etc. including extension of validity.

10. (i) Insurance policies for work, materials equipment, men etc including extension of validity.
(ii) Letter of credit in original.
11. Guarantee for water tightness, termite proofing etc.
12. Standard specifications.
13. Standard schedule of rates.
14. Drawing – architectural and structural.
15. All connected measurement book, level books field books and lead charts.
16. All bills paid in original / running account bills with all connected enclosures / statements / vouchers.
17. Statements showing details of check of measurements by superior officers, copies of order laying down such requirements.
18. (i) Materials at site accounts / cement, steel bitumen, paints, water proofing compound, pig lead, anti termite chemical etc.
(ii) Stock / Issue register of stores.
19. Site order book / test records / log books.
20. Details of extra / substituted items and of deviated quantities being executed considered for execution in the work along with analysis of rates.
21. Hindrance register.
22. Office correspondence files and inspection notes issued by inspecting officer and their file.
23. Complaint records, if any.
24. Any other documents relevant to the works.
25. Details of payments in Proforma "A".
26. Cement consumption statement in Proforma "B".
27. Steel consumption statement in Proforma "C".
28. Statement of tests of materials in Proforma "D".

DETAILS OF PAYMENTS

S. No. of bill	CR No. Date	ACCOUNT PAYABLE				TOTAL	Cheque amount	Details of disbursement and recoveries					
		On a/c payment	Adv. payment	Secured advance	Mobilisation advance			Adv. I/Tax	Cost of material	Secured Adv.	Mob. Adv.	Deposit	Any other

Name : _____

Signatures : _____

PROFORMA "B"

CEMENT CONSUMPTION STATEMENT FOR LAST BILL PAID (S. No.)

Last date of measurements	Theoretically required	Actually consumed	Recovered	Remarks

Name : _____

Signatures : _____

PROFORMA "C"

**DETAILS OF STEEL REINFORCEMENT FOR
LAST (S. NO. _____) BILL PAID**

TOR STEEL

Diameter in mm 8 10 12 16 20 22 25 28 32 36 40 42

Quantity issued by Deptt.. (MT)

Quantity measured for payment (MT)

Quantity recovered from bill (MT)

- NOTE: 1. If mild steel reinforcement is used, information may be furnished in same proforma as for TOR steel.
2. If structural steel is used, information may be furnished in similar proforma for various sections instead of various diameters.

Name : _____

Signatures : _____

NAME OF THE DEPARTMENT

Name of work / purchase contract :

Agreement No. :

Unit In-charge :

Sub:- **Testing samples of materials.**

Following samples were collected from site of work/stores depot on _____ in presence of _____.

Code No.	Description of material	Location	Details of tests to be conducted	Ref. of I.S. code / specifications as per contract agreement.
1	2	3	4	5

The above samples have been sealed with the seal, the three impressions of which are as under:

1.	2.	3.
----	----	----

Name

Name

TECHNICAL EXAMINER

APPENDIX III

Name of the Department

To,

Sub:- **TESTING SAMPLES OF MATERIALS**

Sir,

Enclosed please find herewith _____ packets duly sealed containing samples as per details given below for performing the tests indicating against each. The test results may kindly be sent confidentially by name to the undersigned indicating the code No. of each sample.

Bills for testing charges may be sent to the authority and address mentioned below. The testing charges shall be borne by them. Sealed samples of above materials are also handed over to them for delivery to your Test House for testing.

Authority and Address

Code No.	Description of material	Quantity	Details of tests to be conducted	Ref. of I.S. code / specifications as per contract agreement.
1	2	3	4	5

The above samples have been sealed with the seal, the three impressions of which are as under:

1.	2.	3.
----	----	----

Encl: (i) _____ No. of packets of samples.

TECHNICAL EXAMINER

INTENSIVE EXAMINATION REPORT

Name of the organization :

Name of the work / purchase contract :

Location :

Tendered amount :

Period of inspection :

By

SHRI _____

TECHNICAL EXAMINER

1. PARTICULARS OF WORK / PURCHASE CONTRACT

- 1.1 Name of work / purchase contract : _____
- Agreement No. : _____
- Name of the contractor : _____
- Estimated cost : _____
- Tendered cost : _____
- Date of start of work : _____
- Stipulated date of completion of work as per agreement. : _____
- Present progress/supply
- Present payment position : _____

- 1.2 Departmental authorities
 - Zone :
 - Circle :
 - Division :
 - Sub-division :

- 1.3 Officials in charge of work / purchases
 - Chief Engineer : _____
 - Superintending Engineer : _____
 - Executive Engineer : _____
 - Assistant Engineer : _____
 - Junior Engineer : _____
 - Divisional Accountant : _____
 - Asstt. Surveyor of work in Division : _____
 - Surveyor of works in circle : _____
 - SSW / SW in zone : _____

2. SCOPE OF WORK / STORES PURCHASES

3. ADMINISTRATIVE APPROVAL & EXPENDITURE SANCTION

- 3.1 Facts in brief
- 3.2 Observations
 - 3.2.1 Observations 1
 - 3.2.2 Observations 2
 - 3.2.3

4. CONSULTANCY

- 4.1 Appointment
 - 4.1.1 Facts in brief
 - 4.1.2 Observations
 - 4.1.2.1
 - 4.1.2.2
- 4.2 Contract Document
 - 4.2.1 Facts in brief
 - 4.2.2 Observations
 - 4.2.2.1
 - 4.2.2.2
- 4.3 Payments
 - 4.3.1 Facts in brief
 - 4.3.2 Observations
 - 4.3.2.1
 - 4.3.2.2

5. DETAILED ESTIMATE & TECHNICAL SANCTION

- 5.1 Facts in brief
- 5.2 Observations
 - 5.2.1
 - 5.3.2

6. DESIGN & DRAWING

- 6.1 Architectural
 - 6.1.1 Facts in brief
 - 6.1.2 Observations
 - 6.1.2.1
 - 6.1.2.2
- 6.2 Structural
 - 6.2.1 Facts in brief
 - 6.2.2 Observations
 - 6.2.2.1
 - 6.2.2.2

- 6.3 Services
 - 6.3.1 Facts in brief
 - 6.3.2 Observations
 - 6.3.2.1
 - 6.3.2.2

- 7. TENDER DOCUMENTS**
 - 7.1 Facts in brief
 - 7.2 Terms and conditions
 - 7.3 Observations
 - 7.3.1
 - 7.3.2

- 8. PRE-QUALIFICATION**
 - 8.1 Facts in brief
 - 8.2 Terms
 - 8.3 Observations
 - 8.3.1
 - 8.3.2

- 9. INVITING AND OPENING OF TENDERS**
 - 9.1 Facts in brief
 - 9.2 Observations
 - 9.2.1
 - 9.2.2

- 10. TENDER SCRUTINY & AWARD OF WORK**
 - 10.1 Facts in brief
 - 10.2 Observations
 - 10.2.1
 - 10.2.2

- 11. CONTRACT DOCUMENT**
 - 11.1 Facts in brief
 - 11.2 Observations
 - 11.2.1
 - 11.2.2

- 12. PRE DISPATCH INSPECTION**
 - 12.1 Facts in brief
 - 12.2 Observations.

- 13. POST CONTRACT AMENDMENTS & MONITORING**
 - 13.1 Facts in brief
 - 13.2 Observations

14. PAYMENT TO CONTRACTORS

- 14.1 Facts in brief
- 14.2 Observations
 - 14.2.1
 - 14.2.2

15. RECORDS

- 15.1 General records
 - 15.1.1 Facts
 - 15.1.2 Observations
 - 15.1.2.1
 - 15.1.2.2
- 15.2 SITE RECORDS
 - 15.2.1 Facts in brief
 - 15.2.2 Observations
 - 15.2.2.1
 - 15.2.2.2

16. SITE INSPECTION

- 16.1 Facts in brief
- 16.2 Observations
 - 16.2.1
 - 16.2.2

17. SAMPLE COLLECTION

- 17.1 Facts in brief
- 17.2 Observations
 - 17.2.1
 - 17.2.2

18. ARBITRATION CASES

- 18.1 Facts in brief
- 18.2 Observations

19. MISCELLANEOUS

- 19.1 Facts in brief
- 19.2 Observations

Sd/-
TECHNICAL EXAMINER ()
NAME OF ORGANISATION.

APPENDIX –V

FIRST REPLY TO PARAS

Sr. No.	Para No.	Observations	Reply of concerned Authority	
			Reply	Cost adjustment proposal

sd/-
Name & Designation
Of Concerned Authority

APPENDIX –VI

REPLY TO REJOINDERS

Sr. No.	Para No.	Rejoinder	Reply of concerned Authority	
			Reply	Cost adjustment proposal

Sd/-
Name & Designation
Of Concerned Authority

APPENDIX VII

FORMAT FOR INVESTIGATION REPORT

1. Introduction.
2. Paras & lapses.
3. Appointment of Independent Engineer / officer.
4. Identification & seizing documents.
5. Identification of officials connected.
6. Explanation of the officials connected.
7. Investigation proper
 - 7.1 First para
 - 7.1.1 Opinion of Independent Engineer/ officer.
 - 7.1.2 Comments of CVO
 - 7.1.3 Conclusion of CVO
 - 7.2 Second para and so on.
8. Recommendation of CVO.
 - 8.1 First official (name and designation)
 - 8.1.1 Lapses.
 - 8.1.2 Disciplinary action proposed
(whether major p.p. or minor p.p. etc.)
 - 8.2 Second official and so on.

Annexures:

- i. Bio data of officials responsible for lapses.
- ii. Onwards.

Records, documents, etc. relied upon in the report.

APPENDIX VIII

PROFORMA FOR BIO DATA

1. Name of officer :
2. Father's / Husband's name :
3. Service to which belongs (also please mention :
the cadre and year of allotment in case of
officers of All India Services).
4. Date of birth :
5. Date of superannuation :
6. Date of suspension (in case of the officer :
under suspension)
7. Post held :
 - a. Designation :
 - b. Level in the organizational hierarchy :
 - c. Scale of pay :
 - d. Present pay :
 - e. Date from which the pay shown :
against item (d) is drawn.
8. Date of next increment :
9. Date of joining present service. :

10. Whether borrowed from State Govt. or any other authority. :
11. Period connected with the execution of this work/ purchases. :
12. Whether disciplinary rules are applicable to him / her. :
13. Previous complaints, if any against the officer and the results of the inquiry into that. :
14. Remarks about integrity in A.C.R. :
15. (a) Brief particulars of similar cases, if any in the Ministry / organization in which the same or other officer(s) may have indulged in similar practices. :
(b) If so, steps taken to prevent recurrences of such practices. :
16. Present residential address :
17. Incumbency details (last 10 years) :
18. Present posting.

SIGNATURE OF C.V.O.