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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. : 13-1/2009 -W(T)/313

Dated: 27.09.10


To

All PCE /CE (Civil),
BSNL

**Subject: Compendium of guidelines and instructions issued till date
by P&T/DoT/BSNL in regard to applicability of CPWD Works
Manual-2007 for BSNL Civil Works**

In this regard, I am directed to enclose herewith a "Compendium of guidelines and instructions issued till date by P&T/DoT/BSNL along with clause by clause connectivity in regard to applicability of CPWD Works Manual-2007" for BSNL Civil Works for reference and further necessary action.

Encl.: As above


27/09/10
AGM (QA)-II



भारत संचार निगम लिमिटेड
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BHARAT SANCHAR NIGAM LIMITED
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**Compendium of guidelines and
instructions issued till date by
P&T/DoT/BSNL in regard to
applicability of CPWD Works Manual
for BSNL Civil Works**

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Section-wise statement of modifications made in BSNL vis-à-vis provisions in CPWD Manual					
Sl. No.	CPWD Manual Clause		Original from CPWD Manual 2007	Latest Modified Provision made by BSNL	Circulated vide BSNL letter no./ Remarks
	Section	Sub-Section			
1	1		Classification of functions of CPWD		
		1.1	Functions	Same as in CPWD manual except that functions are limited to BSNL for construction, maintenance of civil infrastructures i/c assesment of rent etc. & advising BSNL on matters related to civil works.	
		1.2	Procedures for Execution of works by various departments/Ministries	The works are done as per GFR 2005 with the following exception :- Rule 125 : The powers to sanction works are as per delegation of financial powers of BSNL Executives.	
				Rule 126 : All civil works are to be executed by Civil Wing of BSNL.	
				Rule 127 : All works are to be financed from BSNL budget only	
				Rule 128 : The initiation , authorization and execution of works are regulated by BSNL rules.	
				Rule 132 : Open tenders are to be called for works below Rs. 5 Lacs with publicity through website and for works coating more than Rs. 5 Lakhs brief press advertisement are als to be given in addition to website	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) 108 dtd 15.04.09 (Pg-232)
		1.3	Classification of works	Same as in CPWD Manual	
		1.3.1	Original works	Same as in CPWD Manual	
		1.3.2	Repairs and maintenance works	Same as in CPWD Manual	
		1.4	Classification as per funding of works	Same as in CPWD Manual	

		1.4.1	Budgeted works	Same as in CPWD Manual	
		1.4.2	Deposit works	Same as in CPWD Manual	
2	2		Stages for execution of works		
		2.1	Pre-requisites for execution of works	Same as in CPWD Manual	
		2.2	Works of inescapable nature	Same as in CPWD Manual	
		2.3	Administrative approval	Same as in CPWD Manual	"Administrative Approval" is the communication of formal acceptance of the proposals by the competent authority of BSNL requiring the work.
		2.3.1	Accord of administrative approval	Same as in CPWD Manual	
		2.3.2	Powers for accord of administrative approval	Powers as per delegation to BSNL Administrative Authorities.	
		2.3.3	Approval to work of additions and alterations	BSNL authorities have been given powers for approval to work of additions and alterations	DOT order no.5-11/90-EB dated 10-04-1991 (Pg -11)
		2.3.4	Material deviations over original sanctioned scheme	Same as in CPWD manual	
		2.3.5	Excess over administrative approval	Same as in CPWD Manual	
		2.4	Expenditure sanction	Same as in CPWD Manual	
		2.4.1	Powers for accord of expenditure sanction	Powers as per delegation to BSNL Administrative Authorities.	
		2.4.2	Excess over expenditure sanction	Same as in CPWD Manual	
		2.5	Technical sanction		
		2.5.1	Accord of technical sanction	No separate orders of BSNL except financial powers of Civil Wing officers to accord Technical Sanction	BSNL order no. 4-10/97-A&C (II) dated 10-05-2002 (Pg-43)
		2.5.2	Deviation in Technical Sanction	Same as in CPWD Manual	
		2.5.3	Packages for accord of technical sanction	Same as in CPWD Manual	
		2.6	Appropriations and re-appropriations	As per BSNL delegation	
		2.6.1	Powers for appropriation and re-appropriation	Powers exist to BSNL Administrative Authorities	

		2.7	Pre-construction' and 'construction' stages	Same as in CPWD Manual	
		2.7.1	Co-ordination of works	In additions to Manual provisions further directions regarding co-ordination between various executing authorities ie. Civil, Electrical, Architectural Telecom Authorituies etc. are also applicable	1. P&T order no. 9-14/82-W(P&T) dtd 5-5-82 (Pg-7&8) 2. BSNLorder no.8-3/2001-W(T) dtd 12-06-2007 (Pg- 54) 3. BSNL order no.8-3/2001-W(T) /305 dtd 24-08-2007 (Pg- 57)
		2.7.1.1	Pre-construction stage	Same as in CPWD Manual	
		2.7.1.2	Construction stage	Same as in CPWD Manual	
		2.7.1.3	Local Bodies	Same as in CPWD Manual except that in BSNL complete case with all drawings are submitted by Sr. Architect through the Administrative Authority of BSNL to such Local body for their approval prior to commencement of the work .	
		2.7.1.4	Horticulture works	No specific circular of BSNL , however horticulture works are being carried out as per the directions of Administrative Authority.	BSNLcircular no. 13-1/2006-W(T) dtd 12.10.2006
		2.8	Completion works	In additions to Manual provisions further directions regarding Guidelines for handing over of buildings are also applicable.	1. P&T order no.61-2/65-TPS(BG) dtd 09-11-1971 (Pg-4 to 6) 2.P&T order no.4-247/Gen/I/ dtd 18-3-82 (Pg - 4 to 6)
3	3		Deposit works		
		3.1	Definition	Same as in CPWD Manual	
		3.2	Taking up of deposit works	Same as in CPWD Manual,if agreed by client department otherwise as per MOU / Agreement vetted by authority competent to accept Deposit /External /PMC works.	DOT Circular No.2-2/96(W)(T) dt 02-08-1996 (Page318-319) and BSNL order No. 7-11 /EF/ 2009 dated 13-10-2009 (Pg-273)
		3.3	Powers to undertake deposit works	BSNL Officers have been delegated powers to undertake deposit / external works/PMC works.	BSNL order no. 7-11 /EF/ 2009 dated 13-10-2009 (Pg-273)

		3.4	Realization of deposits	Same as in CPWD Manual except that BSNL being a commercial organisation the deposit works/External works/PMC Works realisation of funds are being done as per the agreement /MOU entered for work.	
		3.5	Transfer of deposits	Same as in CPWD Manual except that in BSNL accounting procedure is as per BSNL guidelines.	
		3.6	Execution of deposit works and settlement of accounts		
4	4		Preparation of Estimates		
		4.1	Preliminary Estimates	Same as in CPWD Manual	
		4.1.1	Preliminary survey, etc	Same as in CPWD Manual except the provisions laid down in P&T order dtd.14-20-83	P&T order no. 9-13/83 - W(P&T) dtd 14-02-1983 (Pg- 9&10)
		4.2.2	Preliminary data and drawings	Same as in CPWD Manual	
		4.3.3	Plinth area for residential buildings	Same as in CPWD Manual	
		4.1.4	Preparation and forwarding of preliminary estimate	Same as in CPWD Manual except that DGP&T order dt. 20 -06-78 is also to be followed, wherever applicable	DGP&T order no.5-1/68-N/(P&T) dt. 20 -06-07 (Pg-3)
		4.1.4(1)	Preparation and forwarding of preliminary estimate		
		4.1.5	Provision for contingencies and its utilization	Same as in CPWD Manual	
		4.2	Detailed Estimate	Same as in CPWD Manual	
		4.2.1	Preparation of the detailed estimate	Same as in CPWD Manual	
		4.2.2	Format for detailed estimate	Same as in CPWD Manual	
		4.3	Schedule of Rates	DSR 2007 is to be adopted with a Modification Factor of 110/115 to the rates of DSR 2007	1. BSNL order No.4-10/97/A&C(Vol III) /Part/180 dtd 06-08-08 (Pg-230) 2. BSNL order No.4-10/97/A&C(Vol III) /Part/181 dtd 07-08-08(Pg-231)
		4.4	Recasting of Estimate	Same as in CPWD Manual	
		4.5	Supplementary Estimate	Same as in CPWD Manual	

		4.6	Revised Estimate	Same as in CPWD Manual	
		4.7	Estimates for additions and alterations	Same as in CPWD Manual	
		4.7.1	Details to be provided with the estimate	Same as in CPWD Manual	
		4.7.2	Augmentation of power supply	Same as in CPWD Manual	
		4.8	Estimates for petty works	Same as in CPWD Manual	
		4.9	Estimates for road works	Same as in CPWD Manual	
		4.10	Estimates for furniture	Same as in CPWD Manual	
		4.11	Estimate for purchase of buildings	Same as in CPWD Manual	
		4.12	Estimates for repairs to leased and requisitioned properties	Powers related to Repairs , additions and alterations	DOT order no. 5-11/90-EB dated 10-04-1991 (Pg-11)
		4.13	Hiring of Accommodation	Rent cases are to be assessed by Fair Rent Assessment Committee	1. DG (P&T) Letter No.30-2/78-NB dtd 31-05-78 (Page No. 1&2) 2. DG (P&T) Letter No.30-2/79-NB dtd 29-10-79 (Page No. 1&2) 3. BSNL/15-1/SR/NB /2001/LR&BT dtd 23-03-04 (Pg 320-330) 4. BSNL Order No. 57-36/2004-CMTS dtd.04-06-04 (Pg 331) 5. Powers for hiring land for USO works are as per BSNL Order No.CW/USO Towers/2006-07 dtd 10-05-07(Pg 332-337) 6. 3-1/USO TWRS/ 2007-Civil dtd. 06.11.2007 (Pg 342)
		4.14	Powers for hiring accommodation	Power exists to BSNL Authority for hiring of their offices	Powers to Civil Wing officers for hiring of their offices is as per the DOT order no. 5-11/90-EB dated 10-04-1991 (Pg-11)
			Annexure to Section 4	Same as in CPWD Manual	
5	5		Execution of Original Works		

		5.1	Preliminaries	Same as in CPWD Manual	
		5.2	Inspection of works	Same as in CPWD Manual	
		5.2.1	Periodic inspection of works	Same as in CPWD Manual	
		5.2.2	Recording of inspection notes	Same as in CPWD Manual	
		5.2.3	Responsibility for quality of work	Same as in CPWD Manual	
		5.3	Deviations from architectural drawings	Same as in CPWD Manual	
		5.4	Critical situations	Same as in CPWD Manual	
		5.4.1	Situations for calling spot quotations-competent authority	Same as in CPWD Manual	
		5.5	Progress reports-submission by the contractor	Same as in CPWD Manual	
		5.6	Specialized works to be executed through specialized agencies	Same as in CPWD Manual	
		5.6.1	Tenders with specialized components of work	Same as in CPWD Manual	
6	6		Miscellaneous		
		6.1	Expenditure on survey work	Same as in CPWD Manual	
		6.2	Expenditure on exhibitions	Same as in CPWD Manual	
		6.3	Expenditure on inauguration	Same as in CPWD Manual	
		6.4	Expenditure on architectural models	Same as in CPWD Manual	
		6.5	Register of Buildings	Same as in CPWD Manual	
		6.6	Safety of buildings/structures	Same as in CPWD Manual	
		6.6.1	Inspection of buildings/installations for safety	Same as in CPWD Manual	
		6.6.2	Demolition of unsafe buildings/structures	Same as CPWD manual except that separate powers have been delegated to civil wing officers	DOT order no. 5-11/90-EB dated 10-04-1991 (Pg-11) & DOT order no. 6-3/99-EB dated 01-04-1999(Pg-30)
		6.7	Disposal of government buildings		
		6.8	Fixing Reserve Prices		
		6.9	Disposal of purely temporary structures	Same as in CPWD Manual	

		6.10	Powers for acceptance of tenders for disposal of government buildings	As per delegation of powers to civil wing officers	1.DOT order no. 3-3/93-A&C dated 06-08-93 (Pg 21) 2.DOT order no. 6-3/99-EB dated 01-04-1999 (Pg-30)
		6.11	Consultations with Department of Archaeology for new constructions	Same as in CPWD Manual	
		6.12	Consultation with other departments	Same as in CPWD Manual	
		6.13	Engagement of Private Consultants	Civil Wing officers have been delegated powers to engage private consultants for execution of external projects	BSNL order no. 7-11 /EF/ 2009 dated 13.10.2009 (For External Projects) (Page -273)
		6.14	Procedure for appointment of consultants	Same as in CPWD Manual	
		6.15	Checking of Drawing prepared by Consultants	Same as in CPWD Manual	
		6.16	Grievances Redressal Mechanism	Grievances redressal is carried out by BSNL Officers as per the procedure and guidelines of BSNL.	
		6.17	Maintenance of specialized E&M Systems by Manufacturers /authorized Agencies	Pertains to electrical wing	
		6.18	Green Building Parameters	Same as in CPWD manual	
7	7		Measurement Books		
		7.1	General	Same as in CPWD manual	
		7.2	Writing of Measurement Book	Same as in CPWD Manual	
		7.3	Register of Measurement Books	Same as in CPWD Manual	
		7.4	Transfer of Measurement Books	Same as in CPWD Manual	
		7.5	Recording of measurements	Same as in CPWD Manual	
		7.5.1	Where measurements need not be recorded	Same as in CPWD Manual	

		7.6	Notice to the contractor before recording measurements- action to be taken if he fails to respond	Same as in CPWD Manual	
		7.7	Preparation of bill	Same as in CPWD Manual	
		7.8	Movement of Measurement Books	Same as in CPWD Manual	
		7.9	Recording measurements of supply/issue/laying of steel	Same as in CPWD Manual	
		7.10	Test checking of Measurements	Same as in CPWD Manual	
		7.10.1	Test check by Assistant Engineer	Same as in CPWD Manual	
			Important items for Measurements	Same as in CPWD Manual	
		7.10.2	Test check by Executive Engineer	Same as CPWD Manual except that in BSNL EE test checks 25% of measurements for works directly measured by SDE(C)	
		7.11	Recording measurements for earth leveling work	Same as in CPWD Manual	
		7.11.1	Level Books	Same as in CPWD Manual	
		7.11.2	Preparatory works	Same as in CPWD Manual	
		7.11.3	Test check of the levels	Same as in CPWD Manual	
		7.11.4	Payment for leveling work	Same as in CPWD Manual	
		7.11.5	Large scale leveling work	Same as in CPWD Manual	
		7.11.6	Import of earth	Same as in CPWD Manual	
		7.12	Computerized Measurement Books(CMB's) and bills to be submitted by the contractor	Same as in CPWD Manual	
		7.12.1	Application and format of the Computerized M.B.	Same as in CPWD Manual	
		7.12.2	Mode of measurements	Same as in CPWD Manual	
		7.12.3	Cutting or over-writing in the computerized MB not allowed	Same as in CPWD Manual	
		7.12.4	Computerized Bill to be submitted by the contractor	Same as in CPWD Manual	
		7.13	Review of Measurement Books	Same as in CPWD Manual	
		7.14	Loss of Measurement Books	Same as in CPWD Manual	

8	8		Standard Measurement Books(SMB's)	Same as in CPWD Manual	
		8.1	Purpose	Same as in CPWD Manual	
		8.2	Preparation and accounting of Standards Measurement Books	Same as in CPWD Manual	
		8.3	Writing of Standard Measurement Books	Same as in CPWD Manual	
		8.4	Computerized SMB's	Same as in CPWD Manual	
		8.5	Check by superior officers	Same as in CPWD Manual	
		8.6	Submission of certificates	Same as in CPWD Manual	
9	9		Preparation and Passing Bills for Payments		
		9.1	Preparation and passing of bill	Same as in CPWD Manual	
		9.2	Payment of Bill	Same as in CPWD Manual	
		9.3	Forms of Bill for payment and vouchers	Same as in CPWD Manual	
		9.4	Authorities to pass the bills	Same as in CPWD Manual	
		9.5	Payment for work done	Same as in CPWD Manual	
10	10		Documentations of Accounts		
		10.1	Bills Register	Same as in CPWD Manual	
		10.2	Contractor's Ledger	Same as in CPWD Manual	
		10.3	Register of works	Same as in CPWD Manual	
		10.4	Materials Account	Same as in CPWD Manual	
		10.4.1	Materials issued to contractor	Same as in CPWD Manual	
		10.4.2	Issue to work	Same as in CPWD Manual	
		10.4.3	Annual verification of balances	Same as in CPWD Manual	
		10.4.4	Maintenance of account	Same as in CPWD Manual	
		10.5	Cement Registers	Same as in CPWD Manual	
		10.6	Hire charges of Plant and Machinery	Same as in CPWD Manual	
		10.7	Dismantled materials account	Same as in CPWD Manual	

		10.7.1	Dismantled materials arising out of dismantlement through departmental works	Same as in CPWD Manual	
		10.7.2	Dismantled materials arising out of dismantlement through contract	Same as in CPWD Manual	
		10.7.3	Dismantled materials arising out of maintenance works	Same as in CPWD Manual	
		10.8	Losses of Government assets	Same as in CPWD Manual	
		10.8.1	Reporting of losses	Same as in CPWD Manual	
		10.8.2	Cases that need not be reported	Same as in CPWD Manual	
		10.8.3	Follow up action of losses-write-off of losses	Same as CPWD Manual except that BSNL Civil Wing Officers have been given powers for write-off of losses separately	DOT order no. 6-3/99-EB-(PT.II) dated 22-03-2000 (Pg-36)
11	11		Accounting Procedure for works executed by CPWD outside India		
		11.1	General	Same as in CPWD Manual	
		11.2	Procedure for obtaining finance to meet the expenditure	Same as in CPWD Manual	
		11.3	Cash Book	Same as in CPWD Manual	
		11.4	Drawl from Banks	Same as in CPWD Manual	
		11.5	Classification of RBI drafts	Same as in CPWD Manual	
		11.6	Accounting and clearance of transactions relating to RBI drafts	Same as in CPWD Manual	
		11.7	Accounting of expenditure on works	Same as in CPWD Manual	
		11.8	Accounting of expenditure on Establishment	Same as in CPWD Manual	
		11.9	Cash balance with the local bank-Reconciliation statement to be prepared	Same as in CPWD Manual	
12	12		General Departmental Charges		

		12.1	General	Departmental Charges are to be taken from all the Govt. departments/ PSUs/ Autonomous Bodies / organisations and it shall depend upon the rates to be quoted and/or mutually agreed as per commercial requirements & as per the delegation of powers	BSNL order no. 7-11 /EF/ 2009 dated 13.10.2009 (Pg-273)
		12.2	Rates of deptmental charges	Same as in CPWD Manual	
		12.3	Departmental charges for preparation of plans, design and estimates	Same as in CPWD Manual	
		12.4	Levy of charges for works abroad	Same as in CPWD Manual	
		12.4.1	Expenditure on Tools and plant	Same as in CPWD Manual	
		12.4.2	Expenditure on establishment	Same as in CPWD Manual	
		12.4.3	Expenditure on preliminary plans and estimates	Same as in CPWD Manual	
		12.4.4	Recoveries of over payments	Same as in CPWD Manual	
		12.5	Departmental charges for Fair Rent Certificate	Same as in CPWD Manual	
		12.6	Departmental charges for Coal Mines works and other agencies	Same as in CPWD Manual	
		12.7	Departmental charges for works in Bhutan	Same as in CPWD Manual	
		12.8	Departmental charges for works of National Capital Territory of Delhi	Same as in CPWD Manual	
		12.9	Departmental charges for horticulture works	Same as in CPWD Manual	
		12.10	Departmental charges for local bodies	Same as in CPWD Manual	
		12.11	Levy of fees by the CPWD Consultancy Services	Same as in CPWD Manual	
13	13		Contracts and Forms		
		13.1	What is contract	Same as in CPWD Manual	
		13.2	Forms to be used for contracts		

		13.2.1	CPWD Form 6	Same as CPWD Manual except that BSNL W6/7/8 are to be used for contracts in BSNL.	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59) 3.No. 90 dtd 07.04.08 (Pg-220) 4.No.108 dtd 15.04.09 (Pg-233) 5.No. 140 dtd 23.04.10 (Pg-339) 6. No.178 dtd. 31.05.10 (Pg-340-341)
		13.2.2	CPWD Form 7- Percentage rate tender		
		13.2.3	CPWD Form 8- Item rate tender		
		13.2.4	CPWD Form 9- Supply of materials		
		13.2.5	CPWD Form 10- Piecework	Same as in CPWD Manual	
		13.2.6	CPWD Form 11- Work order	Same as in CPWD Manual	
		13.2.7	CPWD Form 11A- Work order	Same as in CPWD Manual	
		13.2.8	CPWD Form- Lump sum contract	Same as in CPWD Manual	
		13.2.9	Lump sum tender documents	Same as in CPWD Manual	
		13.2.10	CPWD Form 47- Tender for demolition of buildings	Same as in CPWD Manual	
		13.2.11	World Bank documents	Same as in CPWD Manual	
14	14		Award of work without call of Tender		
		14.1	Procedure	Same as CPWD Manual except separate financial powers delegated to Civil Wing officers	DOT order no. 6-3/99-EB dated 01-04-1999 (Pg-30) and BSNL order no. 8-3/99-A&C/ dtd 26.03.2001(Pg-42)
		14.2	Restrictions in delegated powers		
		14.3	Award of works to Registered Labour-Co-operative Societies		
		14.4	Award of work to contractors belonging to Scheduled Castes and Scheduled Tribes	Same as in CPWD Manual	

15	15		Preparation of Tender Documents		
		15.1	Preparatory works	Same as CPWD Manual except BSNL W 6 and W 7/8 are to be used for preparation of tender documents in BSNL	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59) 3.No. 90 dtd 07.04.08 (Pg-220) 4.No.108 dtd 15.04.09 (Pg-233) 5.No. 140 dtd 23.04.10 (Pg-339) 6. No.178 dtd. 31.05.10 (Pg-340-341)
		15.1(6)	Deviation Limits under clause 12	Same as CPWD Manual except Deviation Limit under clause 12 for all cases is 50%	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) No.170 dtd 02.11.07 (Pg-59)
		15.2	Invitation of tenders for components parts	Same as in CPWD Manual	
		15.3	Composite tenders	Same as in CPWD Manual	
		15.4	Preparation of Notice Inviting Tenders	Same as in CPWD Manual	
		15.4(8)	Requirement of Technical Staff	Same as CPWD Manual except that requirement of technical staff is to be stipulated as per Schedule F (Clause 36(i)a) BSNL W-6 & W-7/8	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59) 3.No. 90 dtd 07.04.08 (Pg-220) 4.No.108 dtd 15.04.09 (Pg-233)
16	16		Publicity of Tenders		

		16.1	Wide publicity	Same as CPWD Manual except that NIT is to be sent direct to Press instead of through DAVP	1.BSNL order no. 03-04/2000-MMT/Pt.II dated 06-09-2002 (Pg-47) 2. BSNL order no. 03-04/2000-MMT/Pt.II dated 12-08-2002 (Pg-45) 3. BSNL order no. 03-04/2000-MMT/Pt.II dated 29-05-2003 (Pg-49) 4.NIT and Contract conditions/2009/ A& C/ W(T)/108 dtd. 15.04.2009(Pg-233)
		16.2	Economy in press advertisement	Same as in CPWD Manual	
		16.3	Guidelines regarding publicity of tenders	Same as CPWD Manual except that NIT is to be send direct to Press instead of through DAVP	1.BSNL order no. 03-04/2000-MMT/Pt.II dated 06-09-2002 (Pg-47) 2. BSNL order no. 03-04/2000-MMT/Pt.II dated 12-08-2002 (Pg-45) 3. BSNL order no. 03-04/2000-MMT/Pt.II dated 29-05-2003 (Pg-49) 4.NIT and Contract conditions/2009/ A& C/ W(T)/108 dtd. 15.04.2009(Pg-233)
		16.4	Duty of Head Clerk	Same as in CPWD Manual except that these duties are done by the Sr.TOA of CB Section	
		16.5	Time limit for Publicity of Tenders	Same as in CPWD Manual	
		16.6	Procedure for proper publicity of tenders	Same as in CPWD Manual	
		16.7	Action in case of poor response to tenders	Same as in CPWD Manual	
		16.8	Formalities for re-invitation of tenders	Same as in CPWD Manual	

		16.9	All notices in the name of the President	All notices in the name of BSNL	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59)
		16.10	Pre-bid conference	Same as in CPWD Manual	
		16.11	Restricted Tenders	Restricted Tenders beyond Rs. 5 Crs	BSNL order no. 4-Enlistment Rules/ 2004 /A&C-W(T)/ 178 dated 31-05-2010 (Pg 340-341)
		16.11.1	Cases where restricted tenders can be resorted	Same as in CPWD Manual	
		16.11.2	Procedure for preparation of restricted list of contractors	Same as in CPWD Manual	
		16.12	Tenders with two/three envelope system		
		16.12.1	Procedure for call of tenders under two/three envelope system	Same as CPWD Manual except that procedure for call of tenders under two/three envelope system has been prescribed separately vide letter dated 10.11.09	14-8/2009/W(T)-2/3 Envelope System/317 dtd 10.11.2009 (Pg-274)
		16.12.1.1	Two envelope system		
		16.12.1.2	Three envelope system		
		16.12.1.3			
		16.12.1.4			
17	17		Sale of Tender Documents		
		17.1	General	Same as in CPWD Manual except that specific provision has been made for near relatives in BSNL as per Clause-14 BSNL W-6	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2. No.170 dtd 02.11.07 (Pg-59)
		17.2	Sale of tender documents for specialised jobs	Same as in CPWD Manual	
		17.2.1	List of specialised items/jobs for civil works	Sameas CPWD Manual except that the work of Environmental works for Telephone exchanges, Farication , Erection and painting of Tower , Cable duct , RCC Bridge are also specialised works in BSNL.	1. BSNL order no. 5-4/2004-W(T)/142 dtd 20.03.07 (Pg-52) 2.BSNL order no. 19-13/2010-W(T)/136 dtd 20.04.10 (Pg-338)

		17.2.2	Operation and maintenance of E&M installations	Same as in CPWD Manual		
		17.2.3	Procedural requirement for sale of tenders for specialised works	Pertains to Electrical Wing		
		17.3	Sale of tender documents to registered contractors (for noraml works)	Same as in CPWD Manual		
		17.3.1	Sale of tenders for works costing up to Rs. 15 crores	<p>1. In BSNL limit for sale of tenders is Rs. 5 crores instead of Rs.15 Crs in CPWD.</p> <p>2. Non BSNL registered contractors are allowed to work in BSNL as per circulars dtd.15-04-2009 and 23-04-2010 as detailed in the next column.</p> <p>3.BSNL contractors also registered with other departments are allowed to tender as per their tendering limit in BSNL or in other department which ever is higher</p> <p>4.Sale of tenders for works costing above Rs. 5 crores is as per BSNL circular dtd.10.11.2009</p>	<p>1.BSNL order no. 4-Enlistment Rules /2004/A&C-W(T)/ 107 dated 15-04-2009</p> <p>2. BSNL order no. 4-Enlistment Rules/ 2004/A&C/W(T)/ 140 dated 23-04-2010 (Page 339)</p> <p>3. BSNL order no. 4-Enlistment Rules/ 2004 /A&C-W(T)/ 178 dated 31-05-2010 (Pg 340-341)</p> <p>4. BSNL order no. 4-Enlist. Rules/2004 /A&C (Pt)/155 dated 04-10-2007 (Pg-58)</p> <p>5. BSNL order no. 14-8/2009/W(T) - 2/3 Envelope System/ 317 dated 10-11-2009 (Pg. 274)</p>	
		17.3.2	Sale of tenders for works costing above Rs. 15 crores	<p>Sale of tenders for works costing above Rs. 5 crores is as per BSNL circular dtd.10.11.2009</p>	<p>1. BSNL order no. 14-8/2009/W(T) - 2/3 Envelope System/ 317 dated 10-11-2009 (Pg. 274)</p> <p>2. BSNL order no. 4-Enlistment Rules/ 2004/A&C-W(T)/178 dated 31-05-2010 (Pg 340-341)</p>	
		17.3.3	Permitting State PWD registered contractors to tender for works outside their state	Same as in CPWD Manual		

		17.3.4	Sale of tenders to contractors registered with CPWD and other Central/State Government Departments	<p>1. In BSNL limit for sale of tenders is Rs. 5 crores instead of Rs.15 Crs in CPWD.</p> <p>2. Non BSNL registered contractors are allowed to work in BSNL as per circulars dtd.15-04-2009 and 23-04-2010 as detailed in the next column.</p> <p>3. BSNL contractors also registered with other departments are allowed to tender as per their tendering limit in BSNL or in other department which ever is higher</p> <p>4. Sale of tenders for works costing above Rs. 5 crores is as per BSNL circular dtd.10.11.2009</p>	<p>1. BSNL order no. 4-Enlistment Rules /2004/A&C-W(T)/ 107 dated 15-04-2009</p> <p>2. BSNL order no. 4-Enlistment Rules/ 2004/A&C-W(T)/ 140 dated 23-04-2010 (Page 339)</p> <p>3. BSNL order no. 4-Enlistment Rules/ 2004 /A&C-W(T)/ 178 dated 31-05-2010 (Pg 340-341)</p> <p>4. BSNL order no. 4-Enlist. Rules/2004 /A&C (Pt)/155 dated 04-10-2007 (Pg-58)</p> <p>5. BSNL order no. 14-8/2009/W(T) - 2/3 Envelope System/ 317 dated 10-11-2009 (Pg. 274)</p>
		17.3.5	Sale of tenders to contractos with blemished record	Same as in CPWD Manual	
		17.3.6	Tendering limit where manterials are stipulated for issue	Same as in CPWD Manual	
		17.4	Supply of duplicate set of tender documents	Same as in CPWD Manual	
		17.5	Sale of tender documents for balance works	<p>1. The direction of CPWD manual is different from the provision of clause 3 of BSNL W-8 vide which the tender is to be issued to the original contractor also if he so desires.</p> <p>2. Same as CPWD manual</p> <p>3. If the contractor does not start the work after award or withdraws the tender after acceptance he will be issued tender for the same work if he so desires.</p>	<p>BSNL order no. NIT & Contract Condition - 2004/A&C/W(T) .</p> <p>1. No.218 dtd 27.04.06 (Pg-50)</p> <p>2. No.170 dtd 02.11.07 (Pg-59)</p>

		17.6	Time interval between sale of tender documents and opening of tenders	Different from CPWD to the extent that in BSNL there are 3 working days between receipt of application and issue of tender and further 3 calendar days from issue of tender to receipt of tender	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) No.170 dtd 02.11.07 (Pg-59)
		17.7	Scale of charges for tender documents	Same as in CPWD Manual	
		17.8	Accounting of tender documents	Same as in CPWD Manual	
		Annexure I (para -17.2.1)	List of specialised items/jobs for civil works	Same as CPWD Manual except that the work of Environmental works for electronic exchanges, Fabrication, Erection and painting of Tower, Cable duct are also specialised works in BSNL.	1.BSNL order no. 5-4/2004-W(T)/142 dated 20.03.07 (Pg-52) 2.BSNL order no. 19-13/2010-W(T)/136 dtd 20.04.10 (Pg-338)
		Annexure II (para -17.2.1)	List of specialised items/jobs for electrical works	Relates to Electrical Wing.	
18	18		Earnest Money		
		18.1	Necessity for earnest money	Same as in CPWD Manual	
		18.2	When to be desposited?	As per BSNL W-6 Earnest Money is to be deposited alongwith application for tender except for downloaded tenders for which it is to be submitted alongwith tender	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59)
		18.3	Rate of earnest money	2% for works costing up to Rs. 25 Crs., For works costing more than Rs.25 Crs - Rs. 50 Lakh + 1% of the amount exceeding Rs. 25 Crs.	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59)
		18.4	Mode of deposit	Cash only upto Rs 2500/- . Above this amount in the form of Deposit at Call Receipt of a Scheduled Bank, Demand Draft of a Scheduled Bank, Fixed Deposit Receipt (FDR) of a Scheduled Bank. The portion of EMD exceeding Rs. 5 Lakhs is acceptable in the form of bank guarantee also.	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59)

		18.5	Refund of earnest money	Same as in CPWD Manual	
		18.6	Earnest money is not security deposit	Same as in CPWD Manual	
		18.7	Earnest money stipulation in work/supply to be awarded after call of quotations	Same as in CPWD Manual	
		18.8	Forfeiture of earnest money	Same as in CPWD Manual	
19	19		Receipt, Opening and Acceptance of Tenders	Same as in CPWD Manual	
		19.1	Receipt of tenders	Same as in CPWD Manual	
		19.1.1	Witnessing the opening of tenders	Same as in CPWD Manual	
		19.1.2	Procedure for dealing with corrections, etc	Same as in CPWD Manual	
		19.1.3	Procedure for dealing with omissions	Same as in CPWD Manual	
		19.2	Scrutiny of tenders	Same as in CPWD Manual	
		19.2.1	Preparation/checking of comparative statement	Same as in CPWD Manual	
		19.2.2	Responsibilities of the Divisional Accountant	Same as in CPWD Manual except that the duties of Divisional Accountant are being discharged by the Accounts Officer posted in BSNL Divisions.	
		19.3	Processing of tenders		
		19.3.1	Timely processing of tenders	Same as in CPWD Manual	
		19.3.2	Precautions to be taken while processing the tenders	Same as in CPWD Manual	

		19.4	Acceptance of tenders	Delegation of financial powers are different from CPWD	<p>1. DOT order no.5-11/90-EB dated 10-04-1991 (Pg-11)</p> <p>2. DOT order no. 6-3/99-EB dated 01-04-1999 (Pg-30)</p> <p>3. BSNL order no. 6-6/2008-EB dtd 04-08-2008 (For USO works) (Pg-229)</p> <p>4. BSNL order no. 7-11/EF/ 2009 dated 13.10.2009 (For External Projects) (Pg-273)</p> <p>5. For USO works as per BSNL Order No.CW/USO Towers/2006-07 dtd 10-05-07(Pg 332-337)</p>
		19.4.1	conditions to be fulfilled before inviting/accepting tenders	Same as in CPWD Manual	
		19.4.2	Acceptance of tenders in anticipation of revised expenditure sanction	Same as in CPWD Manual	
		19.4.3	Reasonability and competitiveness of rates	Same as in CPWD Manual	
		19.4.3.1	Justification of tenders	Same as in CPWD Manual	
		19.4.3.2	Acceptance of tenders at justified rates with allowable variations	Same as in CPWD Manual	
		19.4.4	Powers of acceptance of tender with stipulated issue of materials	Same as in CPWD Manual	

		19.4.5	Acceptance of single tender	Same as CPWD Manual except that the Delegation of Financial Powers is different in BSNL	1. DOT order no.5-11/90-EB dated 10-04-1991 (Pg-11) 2. DOT order no. 6-3/99-EB dated 01-04-1999 (Pg-30) 3. BSNL order no. 6-6/2008-EB dtd 04-08-2008 (For USO works) (Pg-229) 4. BSNL order no. 7-11/EF/ 2009 dated 13.10.2009 (For External Projects) (Pg-273) 5. Powers for USO works - BSNL Order No.CW/USO Towers/2006-07 dtd 10-05-07 (Pg 332-337)
		19.4.6	Award of work to contractors belonging of Scheduled casts and Scheduled tribes	Same as in CPWD Manual	
		19.4.7	Procedure for conducting negotiations	Same as in CPWD Manual	
		19.4.8	Rejection of Tenders	Same as in CPWD Manual except that PGM(BW) is analogous to DG(W) & ADG(W) (with reference to relevant financial powers as per delegation of financial powers) in BSNL	DOT order no. 9-4/96- A & C dated 05-08-97 (Pg-24)
		19.4.9	Communication of acceptance/rejection of tenders	Same as in CPWD Manual	
		19.4.10	Issue of letter of award while EE is on tour or on leave	Same as in CPWD Manual	
		19.5	Re-invitation of tenders	Same as in CPWD Manual	
		19.6	Central Works Board	Same as in CPWD Manual except that the composition of Works Advisory Board is as per OM issued by DOT	DOT order no. 9-4/96- A & C dated 05-08-97 (Pg-24)
		19.6.1	Composition of the Board	do	do
		19.6.2	Processing of tenders by the Board	do	do

		Annexur I & II	Sample Letters	Same as in CPWD Manual	
20	20		SECURITY DEPOSIT AND PERFORMANCE GUARANTEE		
		20.1	Performance Guarantee	Same as in CPWD Manual except that PG is required for works estimated to cost more than Rs 15 lakhs. To be deposited in the form of Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank Of India in the prescribed format.	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59) 3.No. 90 dtd 07.04.08 (Pg-220) 4.No.108 dtd 15.04.09 (Pg-233)
		20.2	Security deposit	SD (@ 10 % of tendered amount for works estimated to cost up to & including Rs 15 Lakhs since PG is not required in these cases and @ 5% of tendered amount for works estimated to cost more than Rs. 15 Lakhs) may be deposited in (cash only up to Rs 2500/-), Demand Draft/ Bankers Cheque/ Deposit at Call Receipt of Scheduled Bank or the State Bank Of India	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59) 3.No. 90 dtd 07.04.08 (Pg-220) 4.No.108 dtd 15.04.09 (Pg-233)
		20.3	Forms of security Deposit	SD may be deposited in cash (up to Rs 2500/-), Demand Draft/ Bankers Cheque/ Deposit at Call Receipt , FDR of Scheduled Bank or the State Bank Of India	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59) 3.No. 90 dtd 07.04.08 (Pg-220) 4.No.108 dtd 15.04.09 (Pg-233)
		20.4	Repaymnet/Retransfer of Security Deposit	Same as in CPWD Manual	
		20.5	FDR's as Security Deposit	Same as in CPWD Manual	

		Annexure (Para 20.1 (2))	Form of Performance Guarantee / Bank Guarantee Bond	As per BSNL W-7/8	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59) 3.No. 90 dtd 07.04.08 (Pg-220) 4.No.108 dtd 15.04.09 (Pg-233)
21	21		Refund of Security Deposit & Performance Guarantee		
		21.1	Conditions for refund of security deposit and performance guarantee	Same as in CPWD Manual except that the reference of CPWD_6,7/8 shall mean BSNL- 6,7/8	
		21.1.1	Recording of Completion Certificate	Same as in CPWD Manual	
		21.1.2	Refund of Performance Guarantee	Same as in CPWD Manual	
		21.1.3	Refund of security deposit	Same as in CPWD Manual	
		21.2	Refund of security deposit in cases of delay in final bill	Same as in CPWD Manual	
		21.3	Effecting of recoveries	Same as in CPWD Manual	
		21.4	Time limit on claims for refund of security deposit	Same as in CPWD Manual	
		21.5	Refund of security deposit regarding specialized item of work	Same as in CPWD Manual except that the form of the guarantee bond shall be as per BSNL W-7/8	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59) 3.No. 90 dtd 07.04.08 (Pg-220) 4.No.108 dtd 15.04.09 (Pg-233)
		21.6	Divisional Accountant's responsibility for prompt refund of security deposit	Same as in CPWD Manual except that Divisional Accountant means Accounts Officer of Civil Division	Duties of Divisional Accountant's are being done by Accounts Officer in BSNL

22	22		Essential features of Agreements/Contracts		
		22.1	General principles and guidelines	Same as in CPWD Manual except that the agreements/contracts are to be made as per BSNL W-6, 7 & 8	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59) 3.No. 90 dtd 07.04.08 (Pg-220) 4.No.108 dtd 15.04.09 (Pg-233) 5.No. 140 dtd 23.04.10 (Pg-339) 6. No.178 dtd. 31.05.10 (Pg-340-341)
		22.2	Execution of agreements	Same as in CPWD Manual	
		22.3	Supply of copies to contractors	Same as in CPWD Manual	
		22.4	Certification and safe custody of agreements	Same as in CPWD Manual	
		22.5	Weeding of old agreements	Same as in CPWD Manual	
		22.6	Supplementary agreements	Same as in CPWD Manual except that the agreements are to be made as per BSNL W-6, 7 & 8	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59) 3.No. 90 dtd 07.04.08 (Pg-220) 4.No.108 dtd 15.04.09 (Pg-233) 5.No. 140 dtd 23.04.10 (Pg-339) 6. No.178 dtd. 31.05.10 (Pg-340-341)
		22.7	Completion of agreements	Same as in CPWD Manual	
		Anne xure	Proforma for weeding out and destruction of old agreements	Same as in CPWD Manual	
23	23		Extra Substituted & deviated items of work		
		23.1	Deviations	Same as in CPWD Manual	

		23.1.1	Market rates for quantities deviating beyond certain limit	Same as in CPWD Manual	
		23.1.2	Sanction of deviations	Same as in CPWD Manual	
		23.2	Extra/Substituted items		
		23.2.1	Definition	Same as in CPWD Manual	
		23.2.2	Nomenclature of item	Same as in CPWD Manual	
		23.2.3	Prior sanction of competent authority necessary	Same as CPWD Manual except that Powers for sanctioning are as per financial powers delegated to BSNL Civil Wing Officers.	1. DOT order no.5-11/90-EB dated 10-04-1991 (Pg-11) 2. DOT order no. 6-3/99-EB dated 01-04-1999 (Pg-30)
		23.3	Determination of rates for deviated/extra/substituted items	Same as CPWD Manual except that methods for determination of rates are based on clause 12 of BSNL W-7/8	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59) 3.No. 90 dtd 07.04.08 (Pg-220) 4.No.108 dtd 15.04.09 (Pg-233)
		23.4	Measurements for inadmissible items	Same as in CPWD Manual	
		23.5	Rates for extra items allowing overheads on stipulated material supplied to contractor	Same as in CPWD Manual	
24	24		Site Order Book & Inspection Register		
		24.1	Maintenance of Site Order Books	Same as in CPWD Manual	
		24.2	Maintenance of Inspection Register	Same as in CPWD Manual	
		Anne xure	Inspection Register	Same as in CPWD Manual	
25	25		Issue of materials to contractors		
		25.1	Issue of materials	Same as in CPWD Manual except that a policy decision has been taken by BSNL not to maintain civil stores and not to stipulate issue of cement and steel etc in contracts	BSNL order no. 15-3/99-A&C/2 dated 20-02-2001 (Pg-37) and 15-3/99-A&C/2 dated 2-03-2001 (Pg-38)
		25.2	Issue of materials when not stipulated	Same as in CPWD Manual	

		25.3	Issue and recovery of cost of materials	Same as in CPWD Manual	
		25.3.1	Issue of cement and steel and other materials and check on their consumption	Cement and steel is arranged by the contractor and its receipt and consumption at site is monitored by entering in respective material registers at site	BSNL order no. 15-3/99-A&C/2 dated 20-02-2001 (Pg-37) and 15-3/99-A&C/2 dated 2-03-2001 (Pg-38)
		25.4	Issue rates and recovery of cost	Same as in CPWD Manual except that a policy decision has been taken by BSNL not to maintain civil stores and not to stipulate issue of cement and steel etc in contracts	BSNL order no. 15-3/99-A&C/2 dated 20-02-2001 (Pg-37) and 15-3/99-A&C/2 dated 2-03-2001 (Pg-38)
		25.5	Return of surplus materials		
		25.5.1	Recovery of materials issued for rectification of defects		
		25.5.2	Recovery of materials issued for re-doing works due to circumstances beyond the control of the contractor		
		25.6	Instructions regarding storage of cement in godowns	Same as in CPWD Manual	
		25.7	Issue of next half day's cement requirements	Same as in CPWD Manual except that a policy decision has been taken by BSNL not to maintain civil stores and not to stipulate issue of cement and steel etc in contracts	BSNL order no. 15-3/99-A&C/2 dated 20-02-2001 (Pg-37) and 15-3/99-A&C/2 dated 2-03-2001 (Pg-38)
26	26		Materials arranged by the Contractor		
		26.1	Special conditions for cement	Same as in CPWD Manual	
		26.2	Special conditions for steel	Same as in CPWD Manual	
		26.3	Removal of rejected/sub-standard materials	Same as in CPWD Manual	
		26.4	Periodic checking of cement	Same as in CPWD Manual	
27	27		Issue of Tools & Plants	Same as in CPWD Manual. However BSNL is not maintaining T&P and no provision is kept in contract for issue of T&P	
		27.1	Conditions for issue	do	
		27.2	Calculation of hire charges	do	

		27.3	Recovery of hire charges	do	
28	28	28	Extension of time & Compensation for delay		
		28.1	General Principles	Same as in CPWD Manual	
		28.1.1	Review of progress of the work	Same as in CPWD Manual	
		28.2	Requirements of clause 5	Same as in CPWD Manual	
		28.3	Powers of officers for grant of extension of time	Powers of EE upto 6 Lakh, SE upto 50 Lakh & CE/PCE above 50 Lakh	BSNL order no. 4-10/97-A&C(II) dated 10.05.2002 (Pg-43) & 17.05.02(Pg-44)
		28.4	Grant of extension of time without application	Same as in CPWD Manual	
		28.5	Form of application for extension of time	Same as in CPWD Manual	
		28.6	Action on belated application for extension of time	Same as in CPWD Manual	
		28.7	Recording of hindrances	Same as in CPWD Manual	
		28.8	Processing cases of extension of time	Same as in CPWD Manual except that the case is to be submitted to CE/PCE if falls in CE/PCE's power	
		28.9	Extension of time without levy of compensation	Same as in CPWD Manual	
		28.10	Compensation under clause 2	Same as in CPWD Manual	
		28.11	Section 74 of the Indian Contract Act, 1872	Same as in CPWD Manual	
		28.12	Proforma for intimating compensation under clause 2	Same as in CPWD Manual	
29	29		Payments to Contractors		
		29.1	Requirements of clause 7	Same as in CPWD manual except that if the cost of work is less than Rs. 25000 then only single payment is to be made otherwise by RA bills	BSNL order no. NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59)
		29.1.1	Register of Bills and its review	Same as in CPWD Manual	
		29.1.2	Objection raised by the Divisional Accountant	Same as in CPWD Manual	

		29.2	Final payments	For works costing upto 5 Lakhs within 3 months & for works costing more than 5 Lakhs within 6 months	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59)
		29.3	Time schedule for payment of bills	Same as in CPWD Manual except that the amount 15 Lakh is to be read as 5 Lakhs	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59)
		29.4	Inspection of works and issue of completion certificate	Same as in CPWD Manual	
		29.4.1	Completion certificate to be recorded by the Superintending Engineer in whose tenure the work is completed	Same as in CPWD Manual	
		29.4.2	Inspection of works by Senior Architect	Same as in CPWD Manual	
		29.5	Payment through bank	Same as in CPWD Manual	
		29.6	Deduction of income tax at source	Same as in CPWD Manual	
		29.7	Deduction of VAT and cess (Buidling and other Workers' Cess Act 1996)	Same as in CPWD Manual	
30	30		Payment for Sub-standard work		
		30.1	Avoidance of sub-standard work	Same as in CPWD Manual	
		30.2	Acceptance of sub-standard work	Same as in CPWD Manual	
		Anne xure-1 (Para 30.2 (4))	Specimen of letter by the executive engineer to the contractor for provisionsal reduction in rate for sub-standard work	Same as in CPWD Manual	
		Anne xure-2 (Para 30.2 (4))	Specimen of letter of contractor's acceptance of provisionsal reduction of rate for sub-standard work	Same as in CPWD Manual	
31	31		Advance Payments		
		31.1	Advance payment for work done and measured	Same as in CPWD Manual	

		31.2	Advance payment for work done but not measured	Same as in CPWD Manual	
		31.3	Advance payment to private firms/autonomous bodies for chemical analysis and testing of materials	Same as in CPWD Manual	
		31.4	Secured advances	Same as in CPWD Manual	
		31.4.1	Stage payments not to be treated as secured advances	Same as in CPWD Manual	
		31.5	Grant of mobilization advance to the contractors for executing capital intensive works	Same as in CPWD Manual	
		31.6	Grant of advance for plant and machinery and for shuttering material	Same as in CPWD Manual	
		31.6.1	Leasing of equipment	Same as in CPWD Manual	
		31.6.2	Hypothecation of equipments	Same as in CPWD Manual	
		31.6.3	Insurance of equipments	Same as in CPWD Manual	
		31.6.4	Advance for shuttering Materials	Same as in CPWD Manual	
32	32		General guidance for operation of Contract Clauses	Although the contract clauses of BSNL & CPWD are similar in stipulation, BSNL Clauses will be the deciding factor for the application in BSNL	
		32.1	Clause 2 of CPWD Forms no. 7 & 8 clause 16 of the CPWD Form No. 12	Same as in CPWD Manual except that for SE it is EE/SE/CE/PCE 's decision being final and to give notice to the contractors	BSNL order no. 4-10/97-A&C(II) dated 10.05.2002 (Pg-43) & 17.05.02(Pg-44)
		32.1.1	Notice to the contractor	Same as in CPWD Manual except that for SE it is EE/SE/CE/PCE 's decision being final and to give notice to the contractors	BSNL order no. 4-10/97-A&C(II) dated 10.05.2002 (Pg-43) & 17.05.02(Pg-44)
		32.1.2	Recovery of compensation after EOT is sanctioned	Same as in CPWD Manual	
		32.2	Clause 2A of CPWD Form No. 7 & 8(incentive for early completion)	Same as in CPWD Manual	

		32.3	Clause 3 of CPWD Forms no. 7 and 8 and clause 17 of CPWD Form no. 12	Same as in CPWD Manual except that the Balance Work is to be executed on the risk and cost of the original contractor who shall also be allowed to participate in tendering for the balance work	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59) 3.No. 90 dtd 07.04.08 (Pg-220) 4.No.108 dtd 15.04.09 (Pg-233) 5.No. 140 dtd 23.04.10 (Pg-339) 6. No.178 dtd. 31.05.10 (Pg-340-341)
		32.3.1	Action under clauses 2 and 3 are independent	Same as in CPWD Manual	
		32.2.2	Notice to the contractor	Same as in CPWD Manual	
		32.4	Clause 3A of CPWD Form No. 7 and 8 (closure of the contract)	No provision exists in BSNL W-7 & 8	
		32.5	Clause 5 of Forms no. CPWD 7 and 8 clause 4 of Form no. CPWD 9	Same as in CPWD Manual	
		32.5.1	Action on failure to commence the work	Same as in CPWD Manual	
		32.5.2	Progress of work as per milestones	Same as in CPWD Manual	
		32.5.3	Re-scheduling of milestones	Same as in CPWD Manual	
		32.5.3	Finality of decision of EOT	Same as in CPWD Manual	
		32.5.5	Grant of EOT when the contractor does not apply	Same as in CPWD Manual	
		32.5.6	Compensation for delayed performance	Same as in CPWD Manual	
		32.5.7	Hindrance to be carefully weighed before deciding on EOT	Same as in CPWD Manual	
		32.6	Clause 7 of Forms no. CPWD 7 & 8	Same as in CPWD Manual	
		32.7	Clause 8 of Forms No. CPWD 7 and 8	Same as in CPWD Manual	
		32.7.1	Recording of completion certificates after the clearance and measurements	Same as in CPWD Manual	

		32.8	Clause 10 C of Forms no. CPWD 7 and 8	As per clause 10 D of BSNL Tender Document W-7/8	
		32.9	Clause 10(CA) of Forms no. CPWD 7 AND 8	As per clause 10 (CA) of BSNL Tender Document W-7/8	
		32.10	Clause 10(CC) of Forms no. CPWD 7 and 8	As per clause 10 C of BSNL Tender Document W - 7/8	
		32.10.1	Pre-determination of all components affecting clause 10(CC)	Same as in CPWD Manual except that the components are to be taken as per schedule F of BSNL W- 7&8	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59) 3.No. 90 dtd 07.04.08 (Pg-220) 4.No.108 dtd 15.04.09 (Pg-233) 5.No. 140 dtd 23.04.10 (Pg-339) 6. No.178 dtd. 31.05.10 (Pg-340-341)
		32.10.2	Calculation of escalation/de-escalation	Same as in CPWD Manual	
		32.11	Clause 12 of Forms no. CPWD 7 & 8	As per Clause 12 of BSNL W-7/8	
		32.11.1	Extension of time due to variations in items executed	Same as in CPWD Manual	
		32.11.2	Precautions to be taken during sanction of items	Same as in CPWD Manual	
		32.11.3	Procedure for sanction of items	Same as in CPWD Manual	
		32.12	Clause 16 of Forms no. CPWD 7 & 8	Same as in CPWD Manual	
		32.13	Clause 21 of Forms no. CPWD 7 & 8 and clause 20 of Form no. CPWD 12	Same as in CPWD Manual	
		32.14	Clause 36 of Forms no. CPWD 7 & 8	Same as in CPWD Manual except if contractor himself is Engineer then no need of employing principle technical representative	
		32.15	Clause 42 of Forms no. CPWD 7 & 8	Same as in CPWD Manual except that unused material is not to be returned but only recovery for less consumption is to be made	
		32.15.1	Theoretical consumption statement with every bill	Same as in CPWD Manual	
		32.15.2	Validity of recovery at double issue rate	Same as in CPWD Manual	
33	33		Fair Wage Clause & CPWD Contractor's Labour Regulations		
		33.1	Provision of Act	Same as in CPWD Manual	

		33.2	Acts/Omissions	Same as in CPWD Manual	
		33.3	Fair wages	Same as in CPWD Manual	
		33.4	Responsibilities of field officers	Same as in CPWD Manual	
		33.5	Responsibility of contractor	Same as in CPWD Manual	
		33.6	Deductions to be made from contractor's bills	Same as in CPWD Manual	
		33.7	Procedure in case of accidents to contract labour	Same as in CPWD Manual	
34	34	34	Rules for Enlistment of Contractors	1. BSNL has notified its own Enlistment Rules 2009 w.e.f. 01.08.2009 2. Enlistment for Horticulture Work	1.BSNL order no.- Enlistment Rules /2009/A&C/W(T)/ 128 dtd 10-07-2009 (Pg-236) 2.BSNL No.13-1/2006-W(T) dtd 12-10-2006 (Pg-51)
35	35	35	Arbitration & Litigation Cases		
		35.1	Dispute Redressal Committee	No such provision exists in BSNL W-7/8 but the provision of conciliation exists as per Arbitration & Conciliation Act 1996 in clause 25 of BSNL-W 7/8	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59) 3.No. 90 dtd 07.04.08 (Pg-220) 4.No.108 dtd 15.04.09 (Pg-233) 5.No. 140 dtd 23.04.10 (Pg-339) 6. No.178 dtd. 31.05.10 (Pg-340-341)
		35.2	Application of arbitration clause 25 of standard contract form	Same as in CPWD Manual except that in CPWD,The contractor shall be entitled to invoke the arbitration clause only after exhausting the remedy available under the Dispute Redress Committee. Similarly in BSNL after failure of conciliation proceedings only contractor can invoke arbitration.	
		35.3	Application for appointment of Arbitrator	Same as in CPWD Manual	
		35.4	Preparation for arbitration cases	Same as in CPWD Manual	
		35.5	Processing of contractor's application	Same as in CPWD Manual	
		35.6	Appointment of Arbitrator	Same as in CPWD Manual	

	35.7	Action subsequent to appointment of Arbitrator	Same as in CPWD Manual	
	35.8	Engagement of lawyers other than Departmental Counsel	Same as in CPWD Manual	
	35.9	Engagement of Departmental Counsel (Junior/Standing/Private)	Same as in CPWD Manual	
	35.10	Techno-Legal Units	No such unit exists in BSNL	
	35.11	Production of official documents before Court/Arbitrator and claiming 'Privilege' concerning the same	Same as in CPWD Manual	
	35.12	Default of a party	Same as in CPWD Manual	
	35.13	Issue of award	Same as in CPWD Manual	
	35.14	Filling of award	Same as in CPWD Manual	
	35.15	Acceptance/Challenge of award	Same as in CPWD Manual except the delegation of power is as per BSNL to accept or challenge the award	1. DOT order no.5-11/90-EB dated 10-04-1991(Page-11) 2. DOT order no. 6-3/99-EB dated 01-04-1999 (Page-30)
	35.16	Setting aside of the award	Same as in CPWD Manual	
	35.17	Award amount not to be deposited in court	Same as in CPWD Manual	
	35.18	Period of Limitation , It says that "if the contractor does not make any demand for arbitration in respect of any claim (s) in writing within 120 days of receiving of intimation from the Government that the bill is ready for payment, the claim of the contractor (s) will be deemed to have been waived and absolutely barred from the liabilities under the contract in respect of these claims."	Same as in CPWD Manual	
	35.19	Court cases	Same as in CPWD Manual	
	35.20	Judgement in Court cases	Same as in CPWD Manual	

		35.21	Law charges on civil suits	The law charges are to be charged to the work concerned	
		35.22	General	Same as in CPWD Manual	
		35.23	Jurisdiction of Courts	Same as in CPWD Manual	
		Anne xure-I	Notice to appointment of arbitrator	Same as in CPWD Manual	
		Anne xure-II	Specimen form of undertaking to be obtained from the contractor on stamped paper for acceptance of award.	Same as CPWD Manual except that in BSNL CE has to appoint Arbitrator.	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59) 3.No. 90 dtd 07.04.08 (Pg-220) 4.No.108 dtd 15.04.09 (Pg-233) 5.No. 140 dtd 23.04.10 (Pg-339) 6. No.178 dtd. 31.05.10 (Pg-340-341)
		Anne xure-III	Specimen letter asking for undertaking from the contractor for acceptance of awards	Same as in CPWD Manual	
		Anne xure-IV	Quarterly statement showing position of pending arbitration case nos only for the quarter ending.....	Format modified as per BSNL letter dtd 06-10-09	BSNL order no. 7-3/2007-W(T)/282 dtd. 06.10.2009 (Pg-271)
36	36		Acquisition of stores		
		36.1	Classification of Stores	Same as in CPWD except that vide circular no. 15-3/99-A&C/II dtd 20.02.2001 it was decided to dispense with the issue of materials to contractors under the civil works contracts for which NITs were to be issued after 01.03.2001	BSNL order no. 15-3/99-A&C/2 dated 20-02-2001 (Pg-37)
		36.2	Reserved stock/stores		
		36.3	Road metal		
		36.4	Tools and Plant		
		36.5	Special Tools and Plant		
37	37		Purchases of Stores		

		37.1	Bulk purchases	Same as in CPWD except that vide circular no. 15-3/99-A&C/2 dtd 20.02.2001 it was decided to dispense with the issue of materials to contractors under the civil works contracts for which NITs were to be issued after 01.03.2001	BSNL order no. 15-3/99-A&C/2 dated 20-02-2001 (Pg-37)
		37.2	Central stores	do	do
		37.3	Procedure for Purchase of Materials	Same as in CPWD except that the local purchase of cement are governed by DOT circular dtd. 10-04-91	DOT order no. 7-7/1/90-W(T)/122 dtd 10.4.91 (Pg-19)
		37.4	Delegation of Powers for purchase of materials	As per delegation of powers to civil wing officers	DOT order no. 6-3/99-EB dated 01-04-1999 (Pg-30)
		37.5	Realistic procurement	Same as in CPWD except that vide circular no. 15-3/99-A&C/II dtd 20.02.2001 it was decided to dispense with the issue of materials to contractors under the civil works contracts for which NITs were to be issued after 01.03.2001	BSNL order no. 15-3/99-A&C/II dtd 20.02.2001 (Pg-37)
		37.6	Purchase through DGS&D		
		37.7	Direct Demanding officers		
		37.8	Precautions on drafting of indents		
		37.9	Financial sanction		
		37.10	Careful filling of the indent form		
		37.11	Cancellation and change in the indent		
		37.12	Delay in supplies		
		37.13	Inspection of stores ordered through DGS&D		
		37.14	Purchase of plant and machinery		
		37.15	Advance Payments		
38	38		Payment for the supplies		
		38.1	General	Same as in CPWD Manual	
		38.2	Payments against rate contract and insurance charges		BSNL order no. 15-3/99-A&C/2 dtd 20.02.2001 (Pg-37)
		38.3	Payment for steel & iron	Same as in CPWD except that vide circular no. 15-3/99-A&C/II dtd 20.02.2001 it was decided to dispense with the issue of	DOT order no.6-3/99-EB dated 01-04-1999 (Pg-30)

		38.4	Payment for cement	materials to contractors under the civil works contracts for which NITs were to be issued after 01.03.2001	DOT order no. 6-3/99-EB dated 01-04-1999 (Pg-30) & BSNL order no. 15-3/99-A&C/2 dated 20-02-2001 (Pg-37)
		38.5	Short/non-receipt of stores	Same as in CPWD except that vide circular no. 15-3/99-A&C/2 dtd 20.02.2001 it was decided to dispense with the issue of materials to contractors under the civil works contracts for which NITs were to be issued after 01.03.2001	BSNL order no. 15-3/99-A&C/2 dtd 20.02.2001 (Pg-37)
		38.6	Advance payments for purchase of stores		
39	39		Insurance		
		39.1	General	These provisions relate to procurement / transportation of materials . No separate orders issued by BSNL in this regard. However clause 46 of BSNL W-7/8 provides for insurance in construction contracts.	BSNL order no.NIT & Contract Condition - 2004/A&C/W(T) . 1.No.218 dtd 27.04.06 (Pg-50) 2.No.170 dtd 02.11.07 (Pg-59) 3.No. 90 dtd 07.04.08 (Pg-220) 4.No.108 dtd 15.04.09 (Pg-233)
		39.2	Inland transit insurance		
		39.3	Insurance of imported stores in transit		
40	40		Losses or Damages of/to Store		
		40.1	Booking of stores	Same as in CPWD except that vide circular no. 15-3/99-A&C/II dtd 20.02.2001 it was decided to dispense with the issue of materials to contractors under the civil works contracts for which NITs were to be issued after 01.03.2001	BSNL order no. 15-3/99-A&C/2 dtd 20.02.2001(Page-37)
		40.2	Taking delivery of consignment		
		40.3	Responsibility for loss in transit		
41	41		Receipt of stores		
		41.1		Same as in CPWD except that vide circular no. 15-3/99-A&C/2 dtd 20.02.2001 it was decided to dispense with the issue of materials to contractors under the civil works contracts for which NITs were to be issued after 01.03.2001	BSNL order no. 15-3/99-A&C/2 dtd 20.02.2001(Page-37)
		41.2			
		41.3			
		41.4			
42	42		Safe custody of stores		

		42.1		Same as in CPWD except that vide circular no. 15-3/99-A&C/2 dtd 20.02.2001 it was decided to dispense with the issue of materials to contractors under the civil works contracts for which NITs were to be issued after 01.03.2001	BSNL order no. 15-3/99-A&C/2 dtd 20.02.2001(Page-37)
		42.2			
		42.3			
43	43		Issue of Stores		
		43.1	Preparation of indents	Same as in CPWD except that vide circular no. 15-3/99-A&C/2 dtd 20.02.2001 it was decided to dispense with the issue of materials to contractors under the civil works contracts for which NITs were to be issued after 01.03.2001	BSNL order no. 15-3/99-A&C/2 dtd 20.02.2001(Page-37)
		43.2	Issue of material ffrom stores/central stores		
		43.2.1	Procedure for indenting		
		43.2.2	Action on the indents in the Central Stores		
		43.2.3	Action on receipt of materials at site		
		43.2.4	Action in Central Stores on the gate pass copy to be returned after delivery of materials		
		43.2.5	Procedure to be followed in other Divisions in-charge of stores		
		43.3	Issue of materials to contractors		
44	44		Disposal of Surplus Stores		
		44.1	Excessuve stocking of stores	Same as in CPWD except that vide circular no. 15-3/99-A&C/2dtd 20.02.2001 it was decided to dispense with the issue of materials to contractors under the civil works contracts for which NITs were to be issued after 01.03.2001	BSNL order no. 15-3/99-A&C/2 dtd 20.02.2001(Page-37)
		44.2	Transfer to other Division/Departments		
		44.3	Disposal of surplus stores		
		44.4	Sale of stores to private parties		
45	45		Losses on Stores & their Write Off		
		45.1	Unserviceable stores	Same as in CPWD except that vide circular no. 15-3/99-A&C/2 dtd 20.02.2001 it was decided to dispense with the issue of materials to contractors under the civil works contracts for which NITs were to be issued after 01.03.2001	BSNL order no. 15-3/99-A&C/2 dtd 20.02.2001(Page-37)
		45.2	Losses of stock		
		45.3	Losses relating to DGS&D contracts		

		45.4	Powers to write off	As per delegation of powers to civil wing officers	DOT order no. 6-3/99-EB-(PT.II) dated 22-03-2000 (Page-36)
		45.5	Expeditious disposal of obsolete/surplus/unserviceable stores/T&P	Same as in CPWD except that vide circular no. 15-3/99-A&C/2 dtd 20.02.2001 it was decided to dispense with the issue of materials to contractors under the civil works contracts for which NITs were to be issued after 01.03.2001	BSNL order no. 15-3/99-A&C/2 dtd 20.02.2001 (Page-37)
46	46		Stock taking		
		46.1	Physical verification of stores	Same as in CPWD except that vide circular no. 15-3/99-A&C/2 dtd 20.02.2001 it was decided to dispense with the issue of materials to contractors under the civil works contracts for which NITs were to be issued after 01.03.2001	BSNL order no. 15-3/99-A&C/2 dtd 20.02.2001 (Page-37)
		46.2	Physical verification of MAS account and dismantled materials account		
		46.3	Physical verification of T&P		
		46.4	Report on physical verification		
47	47		Budget		
		47.1	General	In BSNL, Management Committee, BSNL is the overall budget authority for preparation of Budget. All expenditures of BSNL are met from BSNL fund. The procedure relating to the preparation of demand for grants & reappropriation of funds, distribution of funds & budget matters is laid down by the Budget Section of BSNL Corporate Office. The whole budgeting exercise of Civil Wing is done as per directions of the Budget Section of BSNL Corporate Office.	
		47.2	Definitions		
		47.2.1	Budget Authority		
		47.2.2	Consolidated Fund of India		
		47.2.3	Demand for grants		
		47.2.4	New services & new		
		47.2.5	Recoveries		
		47.2.6	Appropriate Bill		
		47.2.7	Vote on account		
		47.2.8	Finance Bill		
		47.2.9	Final Budget		
		47.2.10	Heads of Account		
		47.3	Budget Heads of CPWD		
		47.3.1	Maid Heads		
		47.3.2	Other Heads		
		47.4	Preparation of Budget for CPWD		

		47.4.1	Heads of Account		
		47.4.2	Direction and Administration and Construction		
		47.4.3	Maintenance and Repairs		
		47.4.4	Suspense		
		47.4.5	Lease Charges		
		47.4.6	New Construction		
		47.4.7	Charged expenditure		
		47.4.8	New Construction projects, projects other than Ministry of Urban Development		
		47.4.9	Work in progress		
		47.4.10	Plan works		
		47.4.11	Demand for Establishment		
		47.4.12	Revenue estimates		
		47.4.13	External assistance in the shape of materials, equipments and other commodities received from foreign Governments without involving any cash in flow or outflow- Accountal and Budget provisions		
		47.4.14	Revised Budget		
48	48		Savings , Excesses and Supplementary Demands		
		48.1	Surrenders of savings	In BSNL, Management Committee, BSNL is the overall budget authority for preparation of Budget. All expenditures of BSNL are met from BSNL fund. The procedure relating to the preparation of demand for grants & reappropriation of funds, distribution of funds & budget matters is laid down by the Budget Section of BSNL Corporate Office. The whole budgeting exercise of Civil Wing is done as per directions of the Budget Section of BSNL Corporate Office.	
		48.2	Supplementary demands		
		48.3	Appropriation Account		
		48.4	Re-appropriation		
		48.5	Restrictions on appropriations/re-appropriations		
		48.6	Powers to re-appropriate		
		48.7	Supplementary Grant		
49	49		Distribution of Grants		
		49.1	Allotment of funds	In BSNL, Management Committee, BSNL is the overall budget authority for preparation of Budget. All expenditures of BSNL are met from BSNL fund. The procedure relating to the preparation of demand for grants & reappropriation of funds, distribution of funds & budget matters is laid down by the Budget Section of BSNL Corporate Office. The whole budgeting exercise of Civil Wing is done as per directions of the Budget Section of BSNL Corporate Office.	
		49.2	Review of grants		
		49.3	Control of expenditure		
50	50		Reconciliation of Accounts		
51	51		Regularisation of Excess		
		51.1	Avoiding excesses		

		51.2	Sanctions to regularise excesses		
52	52		Chief Technical Examiner's Organisation		
		52.1	Functions	Same as in CPWD	
		52.2	Returns		
		52.3	Inspection by CTE		
		52.4	Recoveries of over payments pointed out by the CTE		
53	53		Quality Assurance and Technical Audit Wing		
		53.1	Introduction	The Quality Assurance and Technical Audit functions in BSNL are carried out as per directions issued vide DOT letter no.15-1/98-W(T) dt. 27-01-98. However relevant proforma etc. for inspection and reports etc. are being followed as per CPWD Manual.	DOT letter no.15-1/98-W(T) dt. 27-01-98 (Page-25)
		53.1(1)	Quality Assurance Plan		
		53.2(2)	Quality Assurance Plan		
		53.3	Method Statement		
		53.4	Responsibility for Quality Assurance		
		53.5	Quality Assurance Set-up		
		53.6	Organisational set-up of Quality Assurance Unit		
		53.7	Responsibilities of the construction staff and Engineer-in-charge		
		53.8	Quality Assurance team at Circle level		
		53.9	Action by SE on SE(QA) Report		
		53.10	Regional Q.A. units and their functions		
		53.11	The role and functions of Q.A. units under the Region		
		53.12	The Core Wing and its functions		
		53.13	Calendar of returns		
		53.14	Issue of inspection Reports by Core Wing/Regional TLCQA units and follow-up action		
		53.15	Action in Divisions on the inspection Report of Core Wing/Regional QA Unit		

		53.16	Action in Circle office on Inspection Reports of QA Units		
		53.17	Responsibility for quality		
		53.18	Field testing laboratories		
		53.19	Central laboratory		
		53.20	Outside/Independent Testing Facilities		
54	54		Departmentalisation of accounts - AGs Inspection and Internal Audit by Chief Controller of Accounts attached to ministries (pertaining to CPWD)		
		54.1	General	Role and functions of CAG are same as those applicable for PSUs	
		54.2	Chief Accounting Authority		
		54.3	Accounts Formation of Central PWD		
		54.5	Post-check by Accounts Officers		
		54.6	Compilation of accounts		
		54.7	Final consolidation and submission of accounts		
		54.8	CPWD Organization		
		54.9	AG/Director of Audit inspection		
		54.10.	Central Audit		
		54.11	Inspection		
		54.12	Inspection Reports		
		54.13	Removal of objections		
		54.13.1	Procedure in Divisional office		
		54.13.2	Discussions with Inspecting Officer		
		54.13.3	Settlement of outstanding objections		
		54.14	Control register		
		54.15	Time limit for disposal		

		54.16	Procedure in circle office	
		54.17	Guidelines for Internal Audit of the Departmental Accounts Organizations issued by Controller General of Accounts	
		54.17.1	Scope of Internal Audit	
		54.17.2	Duties of Internal Audit	
		54.17.3	Procedure for conducting internal audit	Role and functions of CAG are same as those applicable for PSUs
		54.17.4	Quantum of Audit	
		54.17.5	Nature of checks to be exercised	
		54.17.6	Checking of records	
		54.17.7	Program for internal inspection	
		54.17.8	Records documents to be made available to the Internal Audit Parties	
		54.17.9	Frequency of Internal Audit	
		54.17.10	Drafting and procedure for submission of Inspection Reports	
		54.17.11	Procedure of Test Audit Notes issued by Statutory Audit	
55	55		Public Accounts Committee	Role and functions of PAC are same as those applicable for PSUs
		55.1	General	
		55.2	Scope of functions	
		55.3	Role of Comptroller and Auditor General	
		55.4	Draft Audit Para	
		55.5	Action required to be taken in Zonal/Circle/Divisional offices	
		55.6	Production of documents to Audit	
		55.7	Audit Report	
		55.8	Time Limit for disposal of Audit Reports	

		55.9	Presenting the case before the P.A.C.		
		55.10	Time limit for examination of a case by the P.A.C.		
		55.11	Memorandum for P.A.C.		
		55.12	Audit Paras regarding disciplinary action taken against officers responsible for irregularities etc	Role and functions of PAC are same as those applicable for PSUs	
		55.13	Written minutes of important meetings where decisions are taken		
		55.14	Procedure for obtaining legal advice		
<p>Note :</p> <ol style="list-style-type: none"> 1. All references of CPWD shall mean BSNL 2. DG/ADG of CPWD shall mean PGM (BW) and the powers of DG/ADG of CPWD will be exercised by PGM (BW). 3. CPWD W 6/7/8 shall mean BSNL W 6/7/8 					