
Sub: Technical Education –Maintenance of GPTs- Works to be taken up- Guidelines to principals for execution of maintenance of works in Government polytechnics/institutions –communicated – Reg

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The Director of Technical Education made surprise visit to Certain Government Polytechnics. It is observed that the Premises and Buildings of Old Government Polytechnics need face lifting works and also improvements in up keeping the premises and maintenance of other basic amenities like drinking water supply and toilets etc.

Hence Department has decided to take up a special drive for face lifting works and also improvements in up keeping the premises and maintenance of other basic amenities like drinking water supply and toilets etc. in Government Polytechnics and completed by 15-6-2016.

Therefore the Director of Technical Education is pleased to issue the Guidelines, Action to be taken in the matter. All Principals are requested to take up the following works with the assistance of Civil Engineering staff in their Polytechnics.

I. Cleaning of terrace and rain water spouts for easy drainage of water from roof tops in to rain water harvest pits and rain water storage tank. Repairs to roof leakages shall be take up wherever required. Safe drinking water shall be provided to Students, i.e., installation of R.O plants. Repair and Maintenance of Furniture and Machinery, windows and doors shall be taken up. Repairs to damaged flooring, walls, compound wall and Repairs to electrical wiring shall be taken up.

II. Repairs to toilets, fixtures, cleaning of drains, acid wash to urinals &W.Cs. Shall ensure that running water is provided in all toilets. Push-cocks and flush tanks are provided for flushing of urinals &W.Cs .Notices shall displayed requesting users to flush water after using urinals and W.Cs. To the possible extent efforts shall be made to outsource staff for the cleaning and maintenance of Toilets.

III. Cleaning of premises i.e., Bushes, Grass etc and taking up plantation. Labs and Class rooms must be cleaned and made ready for starting of classes.

IV. Finally all building shall be repainted on exterior surface & interior with suitable paints (i.e., White wash, OBD, emulsion paint as the case may be). All Polytechnics shall have the same colour code.

V. All polytechnics shall install sign board. The uniform design will be communicated in due course.
Time lines:

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<tr>
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<th>Submission of proposals to RJD for scrutiny and RJD shall submit the same after scrutiny to DTE for administrative sanction</th>
<th>04-05-2016</th>
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<td>2</td>
<td>Wherever tenders needs to be called, shall be called immediately and work shall Commence by</td>
<td>15.05.2016</td>
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<td>3</td>
<td>works shall be completed by</td>
<td>15-06-2016</td>
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Other Guidelines:
1. Wherever Civil Engineering branch is not available the RJD(TE) is Requested to identify Civil Engineering Staff and depute them to needy polytechnics. All Principals shall renew their subscription for e-Procurement immediately.

2. Principals of polytechnics shall submit proposals for Administrative approval wherever required along with details of Non Government/IRG funds available and requirement of funds in respect of those institutions where NG/IRG funds not available through Special messenger to RJD and RJD shall submit with recommendations so as to accord administrative sanction.

3. Guide lines to principals for execution of maintenance works are already issued by the then CTE in continuation to GO MS NO 135 Finance & Planning (FW:BG) department dated 20/09/2000 enclosed for ready reference and here by instructed to follow the guidelines scrupulously

The principals shall take up all the above works on priority basis during summer vacation and send the compliance Report to this office through RJD (TE), Hyderabad with the remarks of RJD (TE). The senior officers of the department shall visit the above Polytechnics periodically and to submit the progress report to the under signed every fortnight.

Sd/- Dr. M.V. REDDY
DIRECTOR

To
All Principals/ OSDs of Government Polytechnics,
RJD (TE), Hyderabad For further action
The Secretary, SBTET, for further action,
Copy submitted to Special Chief Secretary (H.E) to Government of Telangana.
Copy submitted PS to Dy.CM for kind information

For DIRECTOR

[Signature]
GUIDELINES TO PRINCIPALS FOR EXECUTION OF MAINTENANCE OF WORKS IN GOVERNMENT POLYTECHNICS / INSTITUTIONS BUILDINGS IN THE STATE BUDGET ALLOCATED UNDER HEADS 180 – Maintenance – 181-Ordinary Repair.


Administrative Sanction: Administrative sanction for each work is to be obtained from C.T.E. sending proforma estimate along with drawings of Civil and Electrical works within the budget provisions allotted by C.T.E. proforma estimates shall be prepared by Lecturer/Senior Lecturer in Civil/Electrical following latest Standard Schedule of Rates of the local circle. It is to be duly signed by H.O.S. and Principal.

Technical Sanction: After obtaining administrative sanction for the work, drawings, designs, detailed estimate and abstract estimates are to be prepared following latest S.S.R. and Andhra pradesh standard specifications by concerned Lecturer/Senior Lecturer incharge of work. After scrutinizing the estimates technical sanction shall be given by H.O.S to civil works upto 10 lakhs (as per G.O.Ms. No.23, I & CAD, dated 05.03.1999 for E.E.S.) and countersigned by Principal. However for Electrical Works the Technical sanction shall be given by H.O.S.Electrical upto (1) one lakh countersigned by Principal.

(3) Execution of works:

Any one of the following procedure may be adopted following the conditions given in G.O.Ms.No.135 and following A.P.P.W.D.Code.

- Item rate contract (K2)
- Lumpsum contract
- Departmental execution of works
- By nomination basis dispensing tender system
- Piece work contract.

Inviting Tenders: Tenders shall be invited from Registered contractors of P.W.D./R. & B./Panchayat Raj or any Government agency. Acceptance of tenders and finalization of tenders as per departmental procedure.

Along with tender E.M.D. @ 1% of estimate value of work in the form of crossed D.D. in the name of Principal is to be enclosed Principal/H.O.S. will accept and finalize the tenders.

Agreement of contract: Agreement in the prescribed departmental form will be entered between Principal and the successful tenderer (contractor) after obtaining additional E.M.D. at 1 1/2% in the form of D.D.

After entrusting the work to the successful tenderer/contractor refund of E.M.D. amount for unsuccessful bidders as per the departmental procedure.
Handing over site to the contractor:

A letter acknowledging handing over of site with date specifying time of completion, under-taking to employ the technical staff as per departmental procedure is to be obtained by Principal.

SUPERVISION OF WORK / QUALITY CHECK UP:

A lect./Sr.Lect. will be kept in charge of supervision of work and quality checkup.

Test certificates of materials to be obtained at site during the construction by the contractor at regular intervals as per the instructions of in charge of work.

Quality control: The work will also be inspected by H.O.S./Principal/RJD/CTE/Vigilance cell.

Recording of Measurements:

The measurements of work shall be recorded after completion of each item work stage wise by lect./Sr.Lect. who is kept incharge in Measurement book following the procedure for maintaining M.B. The measurements are to be recorded in the presence of contractor/agent and his signature must be obtained.

Check Measurement: Check measurements shall be recorded by H.O.S. who maintain separate check measurement book. Random/Super check measurement shall be recorded by Principal.

Payment for works executed:

In every running account bill recommended for payment of works a further security deposit of 7 1/2% of the bill amount and Income Tax at 2% of the bill amount is to be retained by Principal.

The Administrative officer of the Institution will be incharge for processing of bills and payment of bills after arithmetical check.

Payments will be made to the contractor after obtaining certificate for the work done of the bill by the Lect./Sr.Lect. incharge of work, H.O.S. and Principal.

Security deposit shall be refunded to contractor after satisfactory completion of work following the departmental procedures.

Subletting works by Contractor: The subletting of works is strictly prohibited.

Departmental execution of work for small maintenance of works: All materials required for the work are procured by Principal on requisition by H.O.S following office procedure i.e, calling for quotations and preparing comparative statements. The powers if Principal for purchase of materials for minor works is Rs.30,000.00.
Required skilled and unskilled labour are arranged on contract basis on unit rate or by daily basis (as per local S.S.R.) and work executed with supervision by Lect./Sr.Lect. N.M.R. to be maintained and work done should be recorded under supervision of H.O.S.

Duties of staff are mentioned in Annexure-I for carrying out Minor and maintenance works.

Some of the important proforma enclosed for guidance. However, they should contract the local R & B authorities for procedure.

Sd/-Rajiv Sharma
COMMISSIONER

Note: The Principals of the polytechnics where civil, Engineer course/Electrical Engineer Course is not offered are requested to utilize the service of the neighboring polytechnic staff, where the courses offered.

//F.B.O//

SUPERINDENT
ANNEXURE-I

ALLOCATION OF WORKS / DUTIES TO STAFF MEMBERS:

Principal

- Approval of proforma estimates, and drawings.
- Detailed and Abstract estimates and designs
- Inviting tenders Acceptance and finalization of Tenders

H.O.S
Civil / Electrical

- Scrutiny of proforma estimates.
- Technical sanction for works. Assisting Principal in inviting tenders. Scrutiny of Tenders received and Supervision of works and quality control. Check measurements of works. Procurement of materials and arrangement of labour in cases of departmental execution. N.M.R. Processing of Bills and certification of work done.

Lect./Sr.Lect.

- Preparation of proforma estimates and drawings.

Administrative Officer / O.S

- Processing of bills Arithimetic Check of bills.

Sd/-Rajiv Sharma
COMMISSIONER.

/f.b.o/

SUPERINDENDENT