

Office of the CGDA, West Block-V, R.K.Puram, New Delhi-110605
Pr. IFA Wing

INSTRUCTION NO. 04 OF 2008*

Dated: 12th Feb. 08

No. PIFA/SOP & CL/Conservancy

To

All PCsDA/CsDA/IFAs

Subject: Check list- Conservancy Agreements

Some of the IFAs had reported that proposals for outsourcing of conservancy services were being received without adequate details to establish justification/necessity for the outsourcing, check reasonableness of rates, etc.


2. Accordingly, IFAs were requested to intimate checklists being used/checks exercised while scrutinizing proposals relating to conservancy services vide our letter even No. dated 13th April 2007. Based on the feedback received, a checklist for processing the proposals for conservancy agreements/contracts has been drafted and enclosed herewith for information and guidance of all concerned.

3. The points indicated in the check-list are not exhaustive and IFAs may apply additional checks depending upon the proposals. A copy of such additional checks/suggestions may also be sent to Pr.IFA Wing to enable us to review the checklist.

Pr.IFA has seen.


(Anuradha Prasad)
Jt.CGDA (IFA)

- | | | |
|--|---|--|
| 1. Shri Amit Cowshish
Addl. FA & JS | - | for kind information. |
| 2. Shri Dilip Biswas
Addl. FA & JS
Ministry of Defence(Fin.)
South Block, New Delhi-11. | - | for kind information alongwith copies of Instruction
No. 1 to 21 of 2007 and 1 to 3 of 2008 is also enclosed. |
| 3. Jt. CGDA (AT-I) | } | for kind information. |
| 4. Jt. CGDA (AT-II) | | |
| 5. Jt. CGDA (AT-III) | | |


(Anuradha Prasad)
Jt.CGDA (IFA)

* Instruction No. 1 to 21 issued in 2007

**CHECK LIST FOR OUTSOURCING OF CONSERVANCY SERVICES
INCLUDING CONSERVANCY AGREEMENTS/CONTRACTS**

I. AON Stage

The Statement of Case (SOC) should contain the following:

- (i) Mode of conservancy services (whether by private contractor, Unit arrangements, Cantonment Board, etc)
- (ii) Extent of total area with details of built-up office area, number of toilets, etc. and extent of open area
- (iii) Hiring/contracting to be justified with reference to specified deficiency of staff against clearly defined scope of work; scope should be beyond the unit's capacity to undertake the required services within available staff. It may be ensured that there is no splitting up of requirement.
- (iv) Periodicity of cleaning/removing the garbage has been specified. Number of pick up points/ garbage bins/receptacles, etc. have been indicated.
- (v) Number of persons (skilled/unskilled) required for the scope of work
- (vi) Number of supervisors to be employed
- (vii) In case of increase in workers/supervisors, justification is to be given with increase in pick-up points, population, and distances involved in picking up garbage, etc.
- (viii) Current minimum wage rate notified by State Government/Labour Commissioner (copy of notification to be enclosed)
- (ix) Inability certificate from Cantonment Boards, Municipal Boards to be submitted for outsourcing to private Contractor
- (x) Data on preceding financial years including current year, covering interlia, sanction No. and date, mode of conservancy service, rate, number of workers (skilled or unskilled) and supervisors employed, number of garbage/pick-up points, number and type of conveyance used, implements and materials used.
- (xi) If requirement is recurrent in nature, the option of regular contract may be explored based on a cost benefit analysis.
- (xii) Provision contained in Rule 163 to 185 GFR 2005 regarding outsourcing of Services to be taken into consideration
- (xiii) List of registered vendors, duly updated to be enclosed.

II. Tendering Stage

The following may be ensured:

- (i) Standard format for T.E is followed and is comprehensive indicating clearly the defined scope of work and the service required.
- (ii) Where estimated value of services is less than Rs. 10 lakh, LTE with minimum 6 vendors may be resorted to. For value more than Rs. 10 lakh OTE should be issued (Rule 181 GFR, 2005).
- (iii) In case of private contractor, SD, EMD clause has been incorporated.
- (iv) Penalty clause is included

III. Expenditure angle stage

- (i) Reasonableness of rates should be assessed with reference to estimated cost break-up of the items mentioned in I above.

IV. Budgeting

(a) A certificate interalia, indicating the following may also be included:

- (i) Code Head under which the expenditure is proposed.
- (ii) Total allocation under the code head
- (iii) Committed Liability carried forwarded from previous year
- (iv) Balance available for fresh commitments in current financial year [(ii)-(iii)]
- (v) Commitments already made during the current financial year
- (vi) Cash outgo expected in current financial year against (v) above based on schedule of delivery and payment terms in supply orders/contracts
- (vii) Net balance available for further concurrence [(iv)-(vi)].

(b) In view of the fact that financial commitment is not created at the AON stage, it is clarified that proposals for AON may be considered for concurrence in anticipation of funds becoming available subsequently. Funds should however, be available at the time of issue of expenditure sanction/conclusion of contract.

(Instruction Order No. 9 and 13 of 2007)