A) Preamble:

IIA has been executing civil works at Bangalore campuses and also in field-stations. These include maintenance, renovation of existing facilities and creation of new facilities for various activities. A Civil Works Committee is hereby formed with a view to oversee and streamline civil works, exceeding Rs 25,000 that require limited/public tenders.

B) Scope of the Committee:

1. Study the approved requirements along with budgetary estimates;
2. Recommend Consultants/Architects, as considered advisable;
3. Study of architectural plans, and other relevant drawings;
4. Coordinate obtain statutory approvals from different Government agencies as and when required;
5. Prepare Bill of Quantities and Tender documents (RFP);
6. Open tenders and recommend award of work orders after due process;
7. Monitor time-line and quality of works during the execution and recommend bills for payment;
8. Take over the facility from the contractor upon completion of the project.
C) Composition of the Committee:

The Committee comprises the following members:

1) Head-SEG                                      - Chairman
2)  Mr R.R.Reddy, Engineer 'E'                    - Convenor
3)  Mr M.V. Ramaswamy, Engineer 'E'               - Co-Convenor
4)  Mr P.M.M.Kemkar, Engineer 'E'                 - Member
5)  Dr D. Banerjee, Professor                     - Member
6)  Scientist/Engineer in-charge of field stations/
    Nodal person/project representative
    - User side Member
    (invited for specific civil works)

The Committee may invite other staff members as and when required for consultation/advice.

D) Responsibilities:

i) The Civil Engineers may project requirements of civil works along with budget estimates
for Bangalore and other campuses in consultation with In-charge concerned, for approvals
from the Head-SEG, Dean and the Director. He/She will be responsible for the total project
from concept to commissioning.

ii) The Civil Works Committee may nominate, with prior approval of the Head-SEG, one
of the Civil Engineers as Engineer-in-Charge for a particular project based on the location
and requirements. The Committee may, from time to time, conduct reviews of the
works/projects at different stages, in the presence of the Director, Dean, Head-SEG and
Professor-in-charge of field stations/campus for the works related to the location.

E) This Order supersedes earlier order # IIA.D.BBQ.7342 dated December 10, 2013.
The tenure of this Committee is for two years with immediate effect or until further orders.

P. Sreekumar/P. Sreekumar