

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
National Institute of Electronics and Information Technology (NIELIT)

(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
Ministry of Electronics and Information Technology, Government of India

No.: MIS(11)2017-NIELIT(Civil)/01/7263

Dated: 30.07.2018

**Office Memorandum**

In supersession to earlier OM No. NIELIT/Tech/37/12(Vol-II)/2023 dated 03.04.2014 vide which a Uniform Building Committee (UBC) was constituted to monitor Building Projects undertaken/to be undertaken at various locations under the chairmanship of Executive Director/Director/Director-in-Charge.

2. To address the issues of regular absenteeism of UBC/BPMCs member from meetings, consistency in recommendations, to meet out the demands from Executive Director/Director/Director-in-Charge to change the committee members, bringing clarity on the role of Chief Investigator (CI) and ensuring quick disposals of project related matters, monitoring mechanism of the project has been restructured as:

- i. CI is considered as full-fledged Project-in-charge of the project and shall be responsible of project execution.
- ii. Executive Director/Director/DIC shall report to CI for the work/activity as far as NER project is concerned.
- iii. All matters related to NE project which need HQ intervention shall be routed to HQ through CI

3. Apart from above, following SoP is adopted for payment recommendation:

- i. Building Project Monitoring Committee (BPMC)/UBCs are dissolved and responsibility is given to Executive Director/Director/ Director-in-Charge of the respective Centre. In case Executive Director/Director/ Director-in-Charge of the respective Centre need support of team for monitoring work, they may constitute local committees with the following indicative constitution:

1	Executive Director/Director/Director-in-Charge of the Centre	Chairman
2	Finance Officer of the Centre	Member
3	An officer of the level of Deputy Secretary/Joint Director from any department/organization/ autonomous Body/institute from State Govt.	Member
4	Nodal Officer for Building Project at Centre	Member Secretary



- ii. Accordingly, Executive Director/Director/Director-in-Charge of the respective Centre shall put its/committee recommendation as the case may be, to Chief Investigator (CI) of the project.
- iii. CI shall examine the proposal thoroughly and after full satisfaction, endorse the proposal including payment to PMC.
- iv. Based upon the satisfactory comments with endorsement and recommendations of the Chief Investigator (CI), Building Projects Section at Hqs will put up the matter further monthly in form of agenda items after compiling all proposals received by last day of previous month.
- v. To streamline the payment recommendation matter it is proposed that all the payments recommendation files may be clear at HQ in a batch on monthly basis in a way to enhance efficiency. To have a check & balance as well as diligently examination of the proposal, following officers & his/her section officials shall work concurrently to examine the recommendations of Chief Investigator on monthly basis instead of sequential movement of file for quick disposal and recommend for payment:
  - a. Registrar
  - b. CFO
  - c. Building Section

#### 4. Term of Reference

##### A. Monthly Meeting

- a. All proposals endorsed by CI based upon the recommendation of Executive Director/Director/Director-in-Charge of the respective Centre or its committee shall be put up by Building Projects section as agenda items for the monthly meeting of group members of HQ for acceptance of recommendations including release of payments.
- b. Monthly meeting shall be attended by concerned Executive Director/Director/Director-in-Charge as well as CI through Video Conferencing.
- c. Group members of HQ shall examine all agendas diligently and shall seek clarifications if needed from concerned Executive Director/Director/Director-in-Charge & CI then & there or may advise to resubmit after incorporating the shortfalls. The agendas found in order shall be put for the approval of DG.

##### B. Quarterly/Periodically Meeting:

The said meeting shall also review the entire project quarterly/periodically in respect of all dimensions viz. construction, academic, finance and other

related legal, administrative aspects. Based upon the outcome, a copy of the report shall also be submitted to MeitY.

**C. General:**

The member(s) of group may also visit the site if needed, as decided in the monthly/quarterly/periodically meeting.



(Janak Raj)  
Registrar

To:-

- i. All Executive Director/Director/Director-in-Charge
- ii. All HoWs, NIELIT Hqs
- iii. Web Master, NIELIT Hqs- *with a request to upload this OM on NIELIT website*

Copy for information to:-

- i. PS to GC(HRD), MeitY
- ii. SO to DG, NIELIT
- iii. HoD (HRD), MeitY