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केन्द्रीय लोक निर्माण विभाग

कार्यालय ज्ञापन

No. DG/ENLIST.RULES-2022/03

ISSUED BY THE AUTHORITY OF DIRECTOR GENERAL, CPWD

Nirman Bhawan, New Delhi

Dated: 06.01.2023

Subject: - Modification in Enlistment Rule No. 2.8, 6.1.1, 6.1.6, 6.1.7, 6.1.8, 6.1.9, 6.2.1, 7.2, 13.1 Annexure-III, IV & X and Guidelines For Departmental Officers of ER-2022.

Suggestions have been received from various officers, enlisting authority and stake holders. Considering the suggestions following modifications are made in Enlistment Rule -2022.

Rule No.	Existing Provision	Modification provision
2.8	"infrastructure work" hereinafter referred as "road works" means any one or more of the following works: construction of road including re-carpeting and road maintenance, bridges, flyovers, elevated road or rail corridor, road over bridge, foot over bridge, approaches of bridge or flyover, culvert, subway, underpass, tunnel, runway, sky-walk, river training work, other cross drainage works etc. but excluding standalone earth filling, supply of earth, supply of road metal, supply of other constituent construction materials like cement, steel, asphalt, stone chips etc.	"infrastructure work" hereinafter referred as "road works" means any one or more of the following works: construction of road including re-carpeting and road maintenance, (all related works like road, foot path, road marking etc.) bridges, flyovers, elevated road or rail corridor, road over bridge, foot over bridge, approaches of bridge or flyover, culvert, subway, underpass, tunnel, runway, sky-walk, river training work, other cross drainage works etc. but excluding standalone earth filling, supply of earth, supply of road metal, supply of other constituent construction materials like cement, steel, asphalt, stone chips etc.
6.1.1	No individual or firm, limited liability partnership, private or public limited company having such individual as one of its partners or directors, who is a dismissed government servant; or demoted to a lower class of enlistment; or removed from the enlistment; or having business banned by any government department or public sector undertaking or local body or autonomous body in the past; or convicted by a court of law, shall be entitled for enlistment. However, enlistment may be considered where disciplinary action was taken against the contractor for a specified period and such period is already over.	No individual or firm, limited liability partnership, private or public limited company having such individual as one of its partners or directors, who is a dismissed government servant; or demoted to a lower class of enlistment; or removed from the enlistment; or having business banned by any government department or public sector undertaking or local body or autonomous body in the past; or convicted by a court of law, shall be entitled for enlistment. However, enlistment may be considered where disciplinary action was taken against the contractor for a specified period and such period is already over. Period of debarment by any department shall be considered as two years if no period is mentioned or the period is more than two years. (Ministry of Finance, Procurement Policy Division, OM No. F.1/20/2018-PPD dt. 02.11.2021, Para 1(iii) may be referred)
6.1.6	Opportunity to unemployed engineers and architects Engineer or architect in any stream of engineering / architecture from a recognized Institution or University [degree (B.E/B. Tech)/ diploma] having annual income not more than Rs. 4 lakh per year	Opportunity to unemployed engineers and architects Engineer or architect in any stream of engineering / architecture from a recognized Institution or University [degree (B.E/B. Tech)/ diploma] having annual income not more than Rs. 4 lakh per year

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	(income certificate to be obtained from the authorized State Government Authority), but excluding those employed with Central/State Government Departments or Undertakings or Central/State Government Institutions or Autonomous bodies can directly apply as individual for enlistment in Buildings & Roads category. Individual engineers / architects already enlisted as contractor in any PSUs/State/Central Govt. Department are eligible in this category subject to fulfilment of other prescribed criteria like annual income criteria etc. The work experience criterion and financial soundness shall not be applicable for them if they are seeking enlistment for the first time. Diploma holder shall be eligible for enlistment in class-V and degree holder shall be eligible for enlistment in class-IV. Based on initial scrutiny of required documents, provisional enlistment order valid for six months shall be issued with the approval of enlistment authority within one month of online application. Such provisional enlistment order shall be issued without referring the matter to Advisory committee. In case any misinformation is found in the documents submitted by applicant, during subsequent verification/scrutiny, the provisional enlistment shall be cancelled and the applicant shall be debarred for 2 years after issue of show cause notice. The enlistment authority may also initiate criminal case in case of any forgery by lodging FIR against the applicant through Member Secretary.	(income certificate to be obtained from the authorized State Government Authority), but excluding those employed with Central/State Government Departments or Undertakings or Central/State Government Institutions or Autonomous bodies can directly apply as individual for enlistment in Buildings & Roads category. Individual engineers / architects already enlisted as contractor in any PSUs/State/Central Govt. Department are eligible in this category subject to fulfilment of other prescribed criteria like annual income criteria etc. The work experience criterion and financial soundness shall not be applicable for them if they are seeking enlistment for the first time. Diploma holder shall be eligible for enlistment in class-V and degree holder shall be eligible for enlistment in class-IV. Based on initial scrutiny of required documents, provisional enlistment order valid for six months shall be issued with the approval of enlistment authority within 15 days of online application. Such provisional enlistment order shall be issued without referring the matter to Advisory committee. In case any misinformation is found in the documents submitted by applicant, during subsequent verification/scrutiny, the provisional enlistment shall be cancelled and the applicant shall be debarred for 2 years after issue of show cause notice. The enlistment authority may also initiate criminal case in case of any forgery by lodging FIR against the applicant through Member Secretary.
6.1.7	For retired Central Government/State Government/Central or State PSU engineers or architects seeking enlistment for the first time as individual, after one year of their retirement or voluntary retirement from service, enlistment can be considered in any class in Buildings & Roads category without work experience but with prescribed financial soundness, subject his holding a valid PPO in case of government servant and equivalent document in case of PSU employee. Such individuals applying for enlistment should neither be empanelled nor working as arbitrator or consultant in any Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body. Based on initial scrutiny of required documents, provisional enlistment order valid for six months shall be issued with the approval of enlistment authority within one month of online application. Such provisional enlistment order shall be issued without referring the matter to Advisory committee. In case any misinformation is found in the documents submitted by applicant, during subsequent verification/scrutiny, the provisional enlistment shall be cancelled and the applicant shall be debarred for 2 years after issue of show	For retired Central Government/State Government/Central or State PSU engineers or architects seeking enlistment for the first time as individual, after one year of their retirement or voluntary retirement from service, enlistment can be considered in any class in Buildings & Roads category without work experience but with prescribed financial soundness, subject his holding a valid PPO in case of government servant and equivalent document in case of PSU employee. Such individuals applying for enlistment should neither be empanelled nor working as arbitrator or consultant in any Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body. Based on initial scrutiny of required documents, provisional enlistment order valid for six months shall be issued with the approval of enlistment authority within 15 days of online application. Such provisional enlistment order shall be issued without referring the matter to Advisory committee. In case any misinformation is found in the documents submitted by applicant, during subsequent verification/scrutiny, the provisional enlistment shall be cancelled and the applicant shall be debarred

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	cause notice. The enlistment authority may also initiate criminal case in case of any forgery by lodging FIR against the applicant through Member Secretary.	for 2 years after issue of show cause notice. The enlistment authority may also initiate criminal case in case of any forgery by lodging FIR against the applicant through Member Secretary
6.1.8	Opportunity to unemployed agriculturist and horticulturist Persons having degree in BSc (Agriculture) or BSc (Horticulture) from recognized Institution or University having annual income not more than 4 lakh per year (income certificate to be obtained from the authorized State Government Authority), but excluding those employed with Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body can directly apply as individual for enlistment in Class IV of Horticulture category. Individual agriculturist / horticulturist already enlisted as contractor in any PSUs/State/Central Govt. Department are eligible in this category subject to fulfilment of other prescribed criteria like annual income criteria etc. The work experience criterion and financial soundness shall not be applicable for them if they are seeking enlistment for the first time. Based on initial scrutiny of required documents, provisional enlistment order valid for six months shall be issued with the approval of enlistment authority within one month of online application. Such provisional enlistment order shall be issued without referring the matter to Advisory committee. In case any misinformation is found in the documents submitted by applicant, during subsequent verification/scrutiny, the provisional enlistment shall be cancelled and the applicant shall be debarred for 2 years after issue of show cause notice. The enlistment authority may also initiate criminal case in case of any forgery by lodging FIR against the applicant through Member Secretary	Opportunity to unemployed agriculturist and horticulturist Persons having degree in BSc (Agriculture) or BSc (Horticulture) from recognized Institution or University having annual income not more than 4 lakh per year (income certificate to be obtained from the authorized State Government Authority), but excluding those employed with Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body can directly apply as individual for enlistment in Class IV of Horticulture category. Individual agriculturist / horticulturist already enlisted as contractor in any PSUs/State/Central Govt. Department are eligible in this category subject to fulfilment of other prescribed criteria like annual income criteria etc. The work experience criterion and financial soundness shall not be applicable for them if they are seeking enlistment for the first time. Based on initial scrutiny of required documents, provisional enlistment order valid for six months shall be issued with the approval of enlistment authority within 15 days of online application. Such provisional enlistment order shall be issued without referring the matter to Advisory committee. In case any misinformation is found in the documents submitted by applicant, during subsequent verification/scrutiny, the provisional enlistment shall be cancelled and the applicant shall be debarred for 2 years after issue of show cause notice. The enlistment authority may also initiate criminal case in case of any forgery by lodging FIR against the applicant through Member Secretary
6.1.9	For retired Central Government/State Government/Central or State PSU agriculturist or horticulturist seeking enlistment for the first time as individual, after one year of their retirement or voluntary retirement from service, enlistment can be considered in any class in Horticulture category without work experience but with prescribed financial soundness, subject to his holding a valid PPO in case of government servant and equivalent document in case of PSU employee. Such individuals applying for enlistment should neither be empanelled nor working as arbitrator or consultant in any Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body. Based on initial scrutiny of required documents, provisional enlistment order valid for six months shall be issued with the approval of enlistment authority within one month of online application. Such provisional enlistment order shall be issued without referring the	For retired Central Government/State Government/Central or State PSU agriculturist or horticulturist seeking enlistment for the first time as individual, after one year of their retirement or voluntary retirement from service, enlistment can be considered in any class in Horticulture category without work experience but with prescribed financial soundness, subject to his holding a valid PPO in case of government servant and equivalent document in case of PSU employee. Such individuals applying for enlistment should neither be empanelled nor working as arbitrator or consultant in any Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body. Based on initial scrutiny of required documents, provisional enlistment order valid for six months shall be issued with the approval of enlistment authority within 15 days of online application. Such provisional enlistment order shall be

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	matter to Advisory committee. In case any misinformation is found in the documents submitted by applicant, during subsequent verification/scrutiny, the provisional enlistment shall be cancelled and the applicant shall be debarred for 2 years after issue of show cause notice. The enlistment authority may also initiate criminal case in case of any forgery by lodging FIR against the applicant through Member Secretary.	issued without referring the matter to Advisory committee. In case any misinformation is found in the documents submitted by applicant, during subsequent verification/scrutiny, the provisional enlistment shall be cancelled and the applicant shall be debarred for 2 years after issue of show cause notice. The enlistment authority may also initiate criminal case in case of any forgery by lodging FIR against the applicant through Member Secretary.
6.2.1	The criterion for work experience shall be of completed works, as given in Rule 6.2.7 and 6.2.8 of these rules, of the prescribed nature and magnitude executed on independent contract basis during the last 7 years (7 years is considered from the date of actual completion of eligible work to the date of application, both days inclusive). The value of works executed during the last 7 years shall be brought to current value by enhancing the actual cost of work at simple rate of 7% per annum, calculated from the date of completion of work to the date of submission of application. The works should have been executed in the same name and style in which the enlistment is sought by the applicant, except under special circumstances as stated in these rules separately. If an applicant is constituent of a JV in same name and style in which enlistment is sought then proportionate work experience amount shall be considered for enlistment. JV can be among companies, individuals, firms, LLP etc. or combination thereof. Foreclosed contracts shall be considered as work experience for enlistment with gross amount of work done. Due to work exigencies if a contract is split into two parts viz, main agreement and supplementary agreement, (i) Main agreement shall be considered, if it is completed. (ii) Both agreements (Main and supplementary) shall be considered combinedly as one work if supplementary agreement is also completed.	The criterion for work experience shall be of completed works, as given in Rule 6.2.7 and 6.2.8 of these rules, of the prescribed nature and magnitude executed on independent contract basis during the last 7 years (7 years is considered from the date of actual completion of eligible work to the date of application, both days inclusive). The value of works executed during the last 7 years shall be brought to current value by enhancing the actual cost of work at simple rate of 7% per annum, calculated from the date of completion of work to the date of submission of application. Multiple contracts/work orders under one tender/NIT shall be treated as separate works. The works should have been executed in the same name and style in which the enlistment is sought by the applicant, except under special circumstances as stated in these rules separately. If an applicant is constituent of a JV in same name and style in which enlistment is sought then proportionate work experience amount shall be considered for enlistment. JV can be among companies, individuals, firms, LLP etc. or combination thereof. Foreclosed contracts shall be considered as work experience for enlistment with gross amount of work done. Due to work exigencies if a contract is split into two parts viz, main agreement and supplementary agreement, (i) Main agreement shall be considered, if it is completed. (ii) Both agreements (Main and supplementary) shall be considered combined as one work if supplementary agreement is also completed.
7.2	7.0 Enlistment procedure The enlistment shall be done in the prescribed categories and classes by the enlisting authorities specified in Rule 7.4. The applicant shall apply on portal "Contractor Enlistment Management System (CEMS)" available on CPWD web site. However one time opportunity shall be given to the applicant for making online correction on CEMS portal in respect of typing/selection mistakes regarding the head of application (viz. fresh or Revalidation), name of applicant, address etc. No change shall be allowed in the work experience, class and category of the applicant. The option for	7.0 Enlistment procedure The enlistment shall be done in the prescribed categories and classes by the enlisting authorities specified in Rule 7.4. The applicant shall apply on portal "Contractor Enlistment Management System (CEMS)" available on CPWD web site. However one time opportunity shall be given to the applicant for making online corrections on CEMS portal in respect of typing/selection mistakes regarding the head of application (viz. fresh or Revalidation), name of applicant, address, annexure-I, annexure-III, annexure-V-1, annexure-V-2, annexure-V-3 etc. No change shall be allowed in

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	editing the application is available only once in the portal. The date of application shall be considered as the date of revision by the applicant. In the revised application, works shall be considered if they are otherwise eligible on date of original application. In the CEMS portal, applicant has been provided an option of withdrawal of his application any time. His enlistment fee is non-refundable in such cases. The applicant has to submit fresh enlistment fee with new application.	the work (works once given in portal shall not change), class and category of the applicant. Additional options of editing the application shall be available to the applicant only when member secretary allows for such change either by query through portal or on application by applicant through portal. Last date of editing or uploading corrected documents by applicant should become the date of application. In the revised application, works shall be considered if they are otherwise eligible on date of original application. In the CEMS portal, applicant has been provided an option of withdrawal of his application any time. His enlistment fee is non-refundable in such cases. The applicant has to submit fresh enlistment fee with new application.																											
13.0	13.0 Disciplinary action	13.0 Disciplinary action																											
13.1	The contractor shall complete its report within three months. (ii) Composition of the Empowered Committee where the enlisting authority is Special Director General. <table border="1"> <tr> <td>(i)</td><td>CE at the HQ of the Region</td><td>Chairman</td></tr> <tr> <td>(ii)</td><td>Chief Architect [For Region Guwahati, Senior Architect-I]</td><td>Member</td></tr> <tr> <td>(iii)</td><td>CE(Works and TLQA) [For Region Guwahati, SE(Works)]</td><td>Member Secretary</td></tr> </table> (iii) Composition of the Empowered Committee where enlisting authority is Additional Director General. <table border="1"> <tr> <td>(i)</td><td>CE at the HQ of the Region</td><td>Chairman</td></tr> <tr> <td>(ii)</td><td>Senior Architect</td><td>Member</td></tr> <tr> <td>(iii)</td><td>SE(Works and TLQA)</td><td>Member Secretary</td></tr> </table> Note: No Provision	(i)	CE at the HQ of the Region	Chairman	(ii)	Chief Architect [For Region Guwahati, Senior Architect-I]	Member	(iii)	CE(Works and TLQA) [For Region Guwahati, SE(Works)]	Member Secretary	(i)	CE at the HQ of the Region	Chairman	(ii)	Senior Architect	Member	(iii)	SE(Works and TLQA)	Member Secretary	The contractor shall complete its report within three months. (ii) Composition of the Empowered Committee where the enlisting authority is Special Director General/Additional Director General. <table border="1"> <tr> <td>(i)</td><td>Any CE other then chairman of advisory committee</td><td>Chairman</td></tr> <tr> <td>(ii)</td><td>Chief Architect/ Senior Architect (any one)</td><td>Member</td></tr> <tr> <td>(iii)</td><td>CE(Works and TLQA)/ SE(Works and TLQA)</td><td>Member Secretary</td></tr> </table> (iii) Deleted Note : SDG/ADG may constitute Empowered committee based on above guidelines. They may appoint suitable substitute in case of non-availability of any rank officer.	(i)	Any CE other then chairman of advisory committee	Chairman	(ii)	Chief Architect/ Senior Architect (any one)	Member	(iii)	CE(Works and TLQA)/ SE(Works and TLQA)	Member Secretary
(i)	CE at the HQ of the Region	Chairman																											
(ii)	Chief Architect [For Region Guwahati, Senior Architect-I]	Member																											
(iii)	CE(Works and TLQA) [For Region Guwahati, SE(Works)]	Member Secretary																											
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(iii)	CE(Works and TLQA)/ SE(Works and TLQA)	Member Secretary																											
	INSTRUCTIONS FOR APPLICANTS No Provisions	INSTRUCTIONS FOR APPLICANTS ERP Training																											

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			All contractors are advised to get themselves well acquainted/ trained on various CPWD web based online ERP processes under e-NIRMIT (Nationwide Intelligent Resource Management with Information Technology). The contractors may contact Director-ERP (Ops & Trg.) Telephone Number# 011-23060743/011-23063239; e-mail: deldirerp-ot@cpwd.gov.in for this purpose.	
	Annexure- III (Refer to Rule 6.0) Details of Completed Works: Eligible works completed during the last seven years		Annexure- III (Refer to Rule 6.0) Details of Completed Works: Eligible works completed during the last seven years	
9	Details of compensation levied for delayed completion, if any (a) Whether case of levy of compensation for delay has been decided or not? Owner department officers date of completion. (b) If EOT case has been decided i.e answer to (a) above is Yes, then please intimate amount of compensation levied for delayed completion.		9	Details of extension of time for delayed completion. (a) Whether extension of time for delayed completion has been decided or not? Owner department officers date of completion (b) If extension of time for delayed completion has been decided, then amount of compensation levied if any?
	Annexure- IV (To be filled in by inspection team in reference to rule 3.0 and 3.2 in Guidelines for departmental officers) Notes: 1. Each attribute shall be assessed on maximum marks of 10. Those attributes which are not applicable, will not be considered for calculating marks. Relevant documents and photographs must be attached along with the inspection report. 2. Work with TOR of more than 1 shall not be considered for enlistment. TOR means actual time of execution divided by time of completion stipulated in the agreement plus extended time period without levy of compensation. Works in which compensation is levied for EOT or EOT case is not decided are not acceptable. 3. Inspecting authority may modify the above attributes by addition/deletion depending upon nature of the work being inspected.		Annexure- IV (To be filled in by inspection team in reference to rule 3.0 and 3.2 in Guidelines for departmental officers) Notes: 1. Each attribute shall be assessed on maximum marks of 10. Those attributes which are not applicable, will not be considered for calculating marks. Photographs shall be commensurate to the grading, three photographs justifying highest grading and three photographs justifying lowest grading to be uploaded along with the inspection report. Photographs shall include roof plan, side elevation, front elevation, toilets and E&M services of the building. 2. No Change. 3. No Change.	

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	4. CPWD officers to take action within 21 days. Action to be taken through portal only.	4. CPWD officers to take action within 21 days. CPWD officers shall seek requisite documents from the applicant and also fix the date of inspection through CEMS portal only. They shall take action promptly so as to send the inspection report to the member secretary within prescribed time through CEMS portal only.
	Annexure- X Enlistment Order Terms and Conditions of Enlistment (1) & (4) (5) No Provision	Annexure- X Enlistment Order Terms and Conditions of Enlistment (1) & (4) No Change (5) All contractors are advised to get themselves well acquainted/ trained on various CPWD web based online ERP processes under e-NIRMIT (Nationwide Intelligent Resource Management with Information Technology). The contractors may contact Director-ERP (Ops &Trg.) Telephone Number # 011- 23060743/ 011-23063239; e-mail: deldirerp-ot@cpwd.gov.in for this purpose. (iii) सभी ठेकेदारों को सलाह दी जाती है कि वे e-NIRMIT (सूचना प्रौद्योगिकी के साथ राष्ट्रव्यापी बुद्धिमत्ता संसाधन प्रबंधन) के तहत विभिन्न CPWD वेब आधारित ऑनलाइन ERP क्रियाओं से अच्छी तरह परिचित/प्रशिक्षित हों। इस उद्देश्य के लिए ठेकेदार निदेशक-ईआरपी (परिचालन एवं प्रशिक्षण) से टेलीफोन नंबर # 011- 23060743/ 011-23063239; ई-मेल: deldirerp-ot@cpwd.gov.in पर संपर्क कर सकते हैं।
3.2	Guidelines For Departmental Officers 3.2 Inspection Reports (a) The inspection team shall inspect the site and submit the inspection report through portal to the enlisting authority. It shall make categorical comments and recommendations in the prescribed Annexure- IV. The report can be filled online by head of inspecting authority only also. (b) Inspecting officers will also ascertain from the copy of agreement, architectural/ structural drawings, and other documents like Form 26AS (Annual Tax Statement for applicant's PAN) that the work being inspected has actually been done by the applicant.	Guidelines For Departmental Officers 3.2 Inspection Reports (a) The inspecting officer shall fix the date of inspection through CEMS portal within 3 days of assignments. The inspection team shall inspect the site and fill up the inspection report through CEMS portal. The report shall be filled online by inspecting authority and his designated officer. (b) Inspecting officers will also ascertain from the copy of agreement, architectural/ structural drawings and other documents like Form 26AS (Annual Tax Statement for applicant's PAN) that the work being inspected has actually been done by the applicant. EOT case must be carefully seen and relevant detail shall be filled in the inspection report in the portal.

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4.0	Guidelines For Departmental Officers (DG/ENLIST.RULES-2022/01 dated 12.09.2022) 4.0 Advisory Committee Table 9: Advisory committee composition <table><tr><th>Class</th><th>Categories</th><th>Chairman</th><th>Members</th></tr><tr><td>I, II, III, IV and V</td><td>(a) Buildings & Roads (b) Horticulture</td><td>CE(Works and TLQA) in cases, where CE (works and TLQA) post is not available, then any CE rank officer nominated by SDG/ADG.</td><td>SE/SA- 1. SE/SA-2, SE(Works and TLQA)- Member Secretary in cases, where SE(Works and TLQA) post is not available then EE(Civil) shall be the Member Secretary</td></tr></table> Note: 1. If any Member/Member Secretary post is vacant or not available then enlisting authority can appoint suitable substitute to complete the quorum. 2. SDG/ADG may constitute the advisory committee(s) based on table 9 guidelines.	Class	Categories	Chairman	Members	I, II, III, IV and V	(a) Buildings & Roads (b) Horticulture	CE(Works and TLQA) in cases, where CE (works and TLQA) post is not available, then any CE rank officer nominated by SDG/ADG.	SE/SA- 1. SE/SA-2, SE(Works and TLQA)- Member Secretary in cases, where SE(Works and TLQA) post is not available then EE(Civil) shall be the Member Secretary	Guidelines For Departmental Officers 4.0 Advisory Committee Table 9: Advisory committee composition <table><tr><th>Class</th><th>Categories</th><th>Chairman</th><th>Members</th></tr><tr><td>I, II, III, IV and V</td><td>(a)Buildings & Roads (b) Horticulture</td><td>CE as decided by Enlisting authority</td><td>Minimum of two members and one member secretary. Members should not be below the rank of SE/SA. Members and member secretary shall be appointed by the enlisting authority.</td></tr></table> Note: 1. Deleted. 2. No Change.	Class	Categories	Chairman	Members	I, II, III, IV and V	(a)Buildings & Roads (b) Horticulture	CE as decided by Enlisting authority	Minimum of two members and one member secretary. Members should not be below the rank of SE/SA. Members and member secretary shall be appointed by the enlisting authority.
Class	Categories	Chairman	Members															
I, II, III, IV and V	(a) Buildings & Roads (b) Horticulture	CE(Works and TLQA) in cases, where CE (works and TLQA) post is not available, then any CE rank officer nominated by SDG/ADG.	SE/SA- 1. SE/SA-2, SE(Works and TLQA)- Member Secretary in cases, where SE(Works and TLQA) post is not available then EE(Civil) shall be the Member Secretary															
Class	Categories	Chairman	Members															
I, II, III, IV and V	(a)Buildings & Roads (b) Horticulture	CE as decided by Enlisting authority	Minimum of two members and one member secretary. Members should not be below the rank of SE/SA. Members and member secretary shall be appointed by the enlisting authority.															
5.1	Guidelines For Departmental Officers Individuals seeking enlistment under rule 6.1.6 & 6.1.8 shall be issued provisional enlistment order for 6 months within one month of receipt of online application based on affidavit submitted by the applicant in Annexure-VIII and other self-attested documents viz. PAN card, Aadhaar card, GST registration, degree/ diploma, Income certificate issued from State Govt., form 26AS and form 16/16A, as applicable.	Guidelines For Departmental Officers Individuals seeking enlistment under rule 6.1.6 & 6.1.8 shall be issued provisional enlistment order for 6 months within 15 days of receipt of online application based on affidavit submitted by the applicant in Annexure-VIII and other self-attested documents viz. PAN card, Aadhaar card, GST registration, degree/ diploma, Income certificate issued from State Govt., form 26AS and form 16/16A, as applicable																
5.2	Guidelines For Departmental Officers Individuals seeking enlistment under rule 6.1.7 & 6.1.9 shall be issued provisional enlistment order for 6 months within one month of receipt of application based on self-attested documents viz. PAN card, Aadhaar Card, GST Registration, Banker certificate, from their cadre controlling authority, PPO-Pension Pay Order & retirement order	Guidelines For Departmental Officers Individuals seeking enlistment under rule 6.1.7 & 6.1.9 shall be issued provisional enlistment order for 6 months within 15 days of receipt of application based on self-attested documents viz. PAN card, Aadhaar Card, GST Registration, Banker certificate, from their cadre controlling authority, PPO-Pension Pay Order & retirement order																

This issues with the approval of DG CPWD.

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06.01.2023
(वी. पी. साहू)

अधीक्षण अभियंता (सी.एंड एम.)

Issued from file No. CSQ/CM/18(4)/2022 e-file 9134045

Copy to:

1. All officers concerned for information please.
2. DDG (ERP), CPWD. Following changes in the portal are to be implemented within two weeks of issue of this OM.

I. Editing/uploading of modified application:-

- a) The editing & uploading corrected Annexure-I, Annexure-III, Annexure-V-1, V-2 and V-3 may be allowed only once to the applicant. Enlisting authority and member secretary shall remain unchanged after editing by the applicant. Additional options of editing the application shall be available to the applicant only when member secretary allows for such change either by query through portal or on application by applicant through portal. Last date of editing or uploading corrected documents by applicant should become the date of application.
- b) Revised documents and previous documents both should be visible to the processing officers.
- c) In case of editing any of the above documents, the application shall remain with the same enlisting authority and same member secretary.
- d) All the previous applications, inspection reports and documents shall remain connected with the current application.

II. List of CPWD Enlisted Contractors in the CPWD website:-When a contractor is enlisted in upgraded class then his previous enlistment order shall become inactive, appropriate mechanism in CPWD website may be adopted. The validity date of previous enlistment order may cease on the day of beginning of new enlistment order.

III. Annexure-II:-It should be different for other applicant, retired govt servant and unemployed applicant. Applicant should be able to choose this option in the beginning, then only relevant and appropriate Annexure-II shall be visible to the applicant.

IV. Annexure-III:-

- a) For Govt works, final bill is not mandatory so this should be reflected in the portal.
- b) Process of filling the application should be system-driven for Annexure-I and all other annexures. Portal should ask information sought as per rule book, ER-2022. Portal should ask whether extension of time for delayed completion has been sanctioned or not. Drop down answer should be Yes, No or N.A. When answer is Yes only then portal should ask amount of compensation levied for delay. When all the information as required in Annexure-III is filled up, then applicant will printout Annexure-III and get it signed from the appropriate authority of owner department. There should be some marking on the Annexure-III printout so that only printout from CEMS portal signed by the authority of owner department is uploaded by the applicant in the CEMS portal.

V. Inspection Report:-

- a) Query can be raised by the member secretary in the inspection report. Inspecting officer can reply to the member secretary through the portal. Editing of inspection report may be allowed to the inspecting officer if required by the member secretary.
- b) Inspection report must contain photographs as prescribed in Annexure-IV. Without photographs report cannot be submitted in the portal.
- c) Inspecting authority may modify the attributes in Annexure-IV so there must be option in the portal by which additional attributes can be added by the inspecting authority. Editing of Annexure-IV may be allowed to inspecting officer if required by member secretary. Member secretary should know through portal date of inspection given by inspecting officer and communication between inspecting officer and applicant.

[Signature]
6/11/2023

[Signature] 06.01.2023
अधीक्षण अभियंता (सी.एंड एम.)