

Government of India
Central Public Works Department
Directorate General of Works
CSQ Organization
Contracts & Manual Unit
Nirman Bhawan, New Delhi

No.DGW/MAN/58

Dated 9th Jan., 2001

OFFICE MEMORANDUM

Subject: Weeding out/destruction of old agreements

There are a large number of old agreements lying in various division offices all over. They occupy a lot of space and are not required for any use as the works have been completed and accounts settled long ago. But there are no specific provisions in CPWD Manual volume I or II for weeding out such old agreements. This Directorate has been receiving references from different offices in this regard.

It has now been decided in consultation with the Chief Controller of Accounts, Ministry of U.D. that a committee shall be constituted by the Chief Engineers in their zones to satisfy and certify that the agreements are no longer required for referral cases. The Committee may consist of the following officers:

1. SE/F/SE(A)
2. FO to CE
3. EE of the concerned division
4. Divisional Accountant of the concerned Division

The committee will review all agreements for which final bill has been paid at least 10 years earlier and will decide which of those are to be weeded out considering the points given in (a), (b) and (c) below. The committee will record the following certificate before weeding out/destruction of such records:

(a) The agreements are not required to be preserved for legal references, such as Arbitration/Court cases or any other claims of Contractor/Department,

(b) The agreements are not required to be preserved for any pending Statutory Audit/Internal Audit paras/ settlement of any accounts affecting the exchequer,

(c) The committee is satisfied that these records are no more required for any other referred cases etc. and no claims in respect of such records are likely to arise in future.

The committee will also prepare a list of such records as per enclosed proforma (Appendix I) for all agreements weeded out.

This is issued with the approval of D/GW.


(S.K. Mittal)

(Issued from file number DGW/MAN/Clarification)
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Appendix-1

Proforma for weeding out and destruction of old Agreements

- 1) Division
- 2) Circle
- 3) Zone

- 4) EE
- 5) SE
- 6) CE

S No.	Name of work	Agreement No	Agency	Date of commencement	Date of completion (stipulated)	Date of completion (actual)	Estimated cost put to tender	Tendered amount	Percentage above/below	Vr. No & date of final bill	Amount of the final bill	Audit para if any	Arbitration case, if any	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15