केन्द्रीय लोक निर्माण विभाग

कार्यालय ज्ञापन

No. DG/ SOP-2026/03

ISSUED BY AUTHORITY OF DIRECTOR GENERAL, CPWD

Vidyut BHAWAN, NEW DELHI **Dated: 27.08.2026**

Sub: Modification / addition in SOP No. 5/33 and Annexure-71 for CPWD Works Manual 2026.

Following modification/ addition are made in SOP No. 5/33 and Annexure-71 for CPWD Works Manual 2026:

Existing Provision	Modified Provision
SOP No. 5/33: Operation of Contract Clauses (Refer Para 5.23)	**SOP No. 5/33: Operation of Contract Clauses (Refer Para 5.23)**
6. Clause 7 of Forms no. CPWD 7 and 8	**6. Clause 7 of Forms no. CPWD 7 and 8**
Sl. No. (i) to (iii)	**No change**
(iv) No Provision	**(iv) A mandatory checklist (Annexure-71) must be prepared by the Junior Engineer (JE)/ Assistant Engineer (AE) during the preparation or processing of every Running Account (RA) as well as final bill. This checklist is required to be:** **a. Prepared by the Junior Engineer/ Assistant Engineer.** **b. Checked and cleared by the Division Office prior to the release of any payment.**

Annexure-71

(Refer SOP No. 5/33)

Checklist for R/A/ final Bill

Name of work			
Agreement No.			
Name of agency			
Estimated cost		Tendered cost	
% above / below EC			
Date of Start		Date of Completion (Stipulated)	
		Date of Completion (extended)	
Date of Submission of bill			

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SE (Manual)

Checklist items		To be filled by JE/AE	
		Yes/No	Remarks
Clearance Obtained by Agency-			
1	Whether Local body approval obtained and submitted to Engineer-in-Charge.		
2	Whether Fire NOC obtained and submitted to Engineer-in-Charge.		
3	Whether environment clearance obtained and submitted to Engineer-in-Charge.		
Approvals Required			
4	Approval of Specialized / Associate agency/ Agencies Obtained & MoU/ Tripartie agreement (If applicable) approved?		
5	Whether the BIM consultant engaged as per requirement of the agreement?		
Clause - 5			
6	Whether the date of start shifted in case of delay in handing over of site.		
7	Whether the program/ revised program chart submitted, if yes then. (Ref no. of Program submission to EE)		
8	Whether **recovery done** for non-submission of program chart/ revised program chart by the agency		
9	Whether milestoned achieved? If not, applied for rescheduling of milestone/ EOT? (Ref. no. of letter submitted or granted EOT/Milestone shifted)		
10	Whether the corresponding amount **withheld** for not achieving milestone?		
Clause- 12			
11	Number of **extra items** sanctioned till date with amount, by the competent authority?		
12	Number of **deviation** items sanctioned till date with amount, by the competent authority?		
13	Nos. Extra Items/ Statements pending till date with No., Amount & Submission reference.		
14	Nos. of Deviated items/statements pending till date with No., Amount & Submission reference.		
Clause - 36			
15	Whether required Technical representative as per agreement deployed? Submitted documents of technical representative and approval status. (Submission/ approval Reference).		
16	Whether any action/Recovery made for not engaging the Technical representative as per requirement of the agreement.		
Quality /QA			
17	Whether Quality Assurance plan submitted/ approved (Reference of submission).		

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18	Whether Job mixes of concrete / Bitumen Mix carried out and approval obtained?		
19	Whether all mandatory test done during the execution. (Reference of submission of mandatory Test Statement)		
20	Whether the QA/TPQA observation conveyed to Agency and compliance status (with Reference)		
21	How many QA paras outstanding and action thereof?		
22	Whether water test done as per CPWD specification? (Date of last water test report)		
23	Whether batch number & make of materials mentioned in MAS register?		
24	Whether duly authenticated copies of purchase vouchers have been furnished to the concerned JE/AE?		
25	Whether Guarantee/ Warranty of items submitted?		
26	Whether Test report of final installation submitted as per Electrical Specifications in respect of all **electrical item.**		
Labour			
27	Whether Labour License, registration with EPFO, ESIC and BOCW Welfare Board submitted to Engineer-in-Charge (Ref of Submission).		
28	Documents of deposition of EPF and ESI deductions in the employee's accounts up to previous month.		
29	Whether safety gazettes provided to the labour.		
30	Whether crèche, ration, lavatory facilities provided?		
31	Whether FLR submitted along with bills.		
32	Whether skilled labour deployed as per contract requirements / recovery made in case of non-deployment of skilled labour?		
Miscellaneous			
33	Whether work is executed with Architectural & Structural drawings approved by the department?		
34	Whether construction water arranged by contractor? or any recovery proposed		
35	Whether electricity arranged by contractor? or any recovery proposed		
36	Proof of payment of Royalty is attached.		
37	Whether bill amount ≥ minimum amount for payment mentioned in contract.		

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38	Whether test checked by AE/EE or not ? And Test check statement submitted?	By AE By EE	
39	Whether recovery of advances paid (Mobilization /T&P advance/ secured advance etc.) made in this bill ?		
40	Whether any notice under clause 2, clause 3, clause 14 or clause 16 issued? Or an action proposed….....		
41	Whether Completion drawings in triplicate has been provided in hard copy (Along with final bill).		
42	Whether bill submitted monthly? If not, reason?		
43	Provisional rate sanctioned by the Competent Authority.		
44	Whether all Bank Guarantees and Insurance Policies submitted is valid as on date?		
45	Whether Bill signed by contractor / power of attorney holder?		
46	Labour Cess/ GST/ Income Tax recovered in the bill.		
47	PAN No. ...../GST No. ..... of contractor.		
48	Mandatory inspections of the officers carried out, if applicable.		
49	Any other item / recovery mentioned in the contract.		
	(Dated signature with named stamp)		
			JE /AE
	AE (P)		
	AAO		
	EE		

This is issued with the approval of DG CPWD.

((चन्द्र पाल)
अधीक्षण अभियंता (सी.एंड एम.)

27.08.2026

चन्द्र पाल, अधी. अभि. (सी. एण्ड एम.)
Chander Pal, SE (C&M)

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केलोनिवि तथा लोनिवि दिल्ली के सभी अधिकारियों को आवश्यक सूचना एवं कार्यवाही हेतु।
(केलोनिवि वेबसाईट के माध्यम से)

K.G. Bansal
EE (Manual)