

तार : 'फूडकोर्प'
Gram : 'FOODCORP'
फैक्ट्री नं: एचएफसीआई एनडी
Fax No.: HFCI ND

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No. Hq./Engg./Circular/2019-20

Dated: 26.10.2020

Circular 03/2020

Recently it has been decided to review the guidelines for issue of completion certificate on works contract under the light of instructions contained in CPWD manual 2019. Attention is also invited to the instruction issued vide this office circular No. 3/1992 dated 19.06.1992, 29.03.1994 and 06.01.1988 on the subject cited above. In conformity to the latest amendments made by CPWD, the issue of completion certificate in respect of Engineering works Contracts, for inspection and recording Completion Certificate before the work is declared complete in all respects and final payment is released have been modified as under:

- 1. Issue of Provisional Completion Certificate:** On substantial Completion of any work which has been completed to such an extent that the intended purpose of the work is met and is ready for use, then a **provisional Completion Certificate with a list of outstanding balance items of work that need to be completed in accordance with the provisions of the contract shall be recorded by the AGM (Engg) and T/S Authority (in case both authorities are different).**
- 2. Issue of Final Completion Certificate:** Before the work is declared as completed in all respect for release of final payment, the **work shall be inspected by the T/S Authority.** In case of composite works, inspection shall also be carried out by the competent authority of the minor components of work. **The Final Completion Certificate shall be recorded by both the AGM (Engg) and T/S Authority (in case both authorities are different) under whose tenure the work is completed, or as decided by the GM (Engg) from time to time. Procedures on inspection of works for issue of completion certificate are to be followed as per SOP 5/27. The time schedule for issue of completion certificate shall be as per MTF provisions.**

In addition to this it has also been decided that **no officer should be allowed to record the final completion certificate during the last one year, before his/her superannuation** from the services of Food Corporation of India. In such cases, if required, GM (Engg)/Zone would nominate another AGM (Engg)/DGM(Engg) from other office for record of completion certificate. Other conditions as stipulated in circular dated 06.01.1988 related to completion certificate to be issued by AGM (Engg) and DGM (Engg) and circular no 2/94 dated 29.03.1994 will remain unchanged and shall be followed as admissible.

This issues with approval of Competent Authority.

(Col. S.R. Talwar)
General Manager (Engg.)

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(Col. S.R. Talwar)
General Manager (Engg.)