

1169  
27-6-29.

GOVERNMENT OF ANDHRAPRADESH  
PANCHAYAT RAJ ENGINEERING DEPARTMENT  
OFFICE OF THE PROJECT DIRECTOR, APRRP & ENGINEER-IN-CHIEF,  
PANCHAYAT RAJ, VIJAYAWADA.

Memo No: APRRP /AIIB /Maintenance/18-19,Dt:29.06.2021.

Sub:- APRRP (AIIB) - PRED-APRRP- Procedure to be taken over of completed works -Regarding.  
Ref:- Mail received from the PMC on dated 25.06.2021.

T1  
27/6/24

\*\*\*\*\*

It is informed that certain instructions were issued in the previous meetings and video conferences for taken over of completed works. In the reference PMU informed certain guide lines and procedure to be followed for taken over of completed works under APRR Programme.

Hence it is requested to follow the instructions issue by this office time to time and see that all physical completed works must be completed in all aspects as per the agreement conditions and taken over in the prescribed formats.

The SEs are requested to take close monitor and necessary steps for early completion of the works as per the agreement conditions.

Encl: As reference above.

Sd/xxxxxx  
Project Director, APRRP &  
Engineer-in-Chief,  
PR, Vijayawada.

To  
All the Superintending Engineers, PR Circle.

//T.C.F.B.O//

Deputy Executive Engineer (AIIB)

29/6/21  
ACE

OFFICE OF SUPERINTENDING ENGINEER  
PR CIRCLE, PRAKASAM AT ONGOLE

Endt. RC. NO: T1/AIIB (EAP)/Maintenance/2019, dt 27.06.2024

Sent by  
govt mail  
27/6/24  
@ 12:58 PM

Copy communicated all the Executive Engineers, PIU Divn. Ongole and PR, Division, Markapur and they are requested to follow the instructions issued by the PD, APRRP & ECE, PR, Vijayawada & see that follow the procedure to be taken over by the Contractor of the works completed works as per the agreement conditions.

- To
- 1) The Executive Engineers, PIU Divn. Ongole and PR Divn. Markapur
  - 2) Copy to all the DB staff of this office.

for T. Thimpatil  
SUPERINTENDING ENGINEER  
P.R. CIRCLE, ONGOLE  
27/6/24

### **Procedure for Taken Over of Roads by the Project Manager, APRRP.**

- Contractor or his Authorized representative has to made a representation in writing duly addressing the Project Manager of concerned District (Superintending Engineer) for Taken over of roads (list of roads to be enclosed) which were completed fully as per agreement conditions as per the GCC 53.
- The Contractor can handover the roads completed in all aspects in **bunches\*** time to time without waiting for completion of all roads in that Package as per amendments to the contract made by PMU.
- Soon after receipt of the written request from the Contractor or his Authorized Representative, the Project Manager can make arrangements for issuing the completion certificate.
- Taken over of Roads by the Project manager from the Contractor within 7 days as per clause no GCC 54 of agreement after issuing the Completion certificate.
- The date on which Taken over of roads by the department, the bunch of roads will fall under 5 year's routine maintenance as per agreement.
- The Contractor after receipt of written certificate has to start 5 years Routine Maintenance duly submitting Maintenance plan and as built Drawing for the completed works as per PCC 56 within 28 days.
- 5 years Routine maintenance bills have to be submitted month wise by PIU and payments will be made for every 6 months as per Annexure-II of contract.
- After Successful completion of Defect liability Period Project manager will issue the completion certificate of Defect liability period on request of Contractor or his Authorized representative.
- Contractor or his Authorized representative has to made a representation in writing duly addressing the Project Manager of concerned District (Superintending Engineer) for Taken over of roads (list of roads to be enclosed) for which 5 years routine maintenance completed fully as per agreement conditions.
- Soon after receipt of the written request from the Contractor or his Authorized Representative, the Project Manager can make arrangements for issuing the completion certificate for works of 5 years routine maintenance completed.
- The Employer shall take over the maintained road within 7 days of the Project manager issuing certificate of completion of the work of the Routine maintenance.

#### **Enclosures:**

1. Completion Certificate.
2. Annexure contains details of work.

**Note: Bunches\* means:** If 8 works are completed in all aspects out of 40 works in that particular Package during this month, these 8 works can be handed over by the contractor duly following the above procedure as per contract instead of waiting for completion of 40 works in that package.

To  
The Project Manager,

**Sub:- Request for issue of completion certificate of the works for  
routine maintenance-Reg.**

@@@

I, .....(Name of the Contractor/Authorized representative) under and in accordance with the Agreement No-..... dated ....., for Construction of Roads/Bridge in Package No:        of        District hereby certify that the ..... (No) roads/ Bridge (List enclosed) in the Agreement have been successfully undertaken to determine compliance of the Project Roads/Bridge with the provisions of the Agreement, and I am satisfied that the Project Roads/Bridge can be safely and reliably placed in service of the users thereof.

Therefore I request to issue of certificate of completion for ... works so that I will start Five Years routine maintenance of listed road in annexure below as per Annexure-II of contract Agreement.

II. List of ..... (No) Roads/Bridge with details enclosed in Annexure.

(Contractor/Authorised  
Representative Signature)

## Completion Certificate

1. It is certified that, in terms of the aforesaid agreement, all .... (No) works forming part of Project Roads/Bridge have been completed in all aspects. Completed roads/Bridge are here by declared fit for entry into maintenance from the date of .....
2. List of ..... (No) Roads/Bridge with details enclosed in Annexure.

(Project Manager )

## Annexure

### Salient Features of Road executed and Completed in all aspects as per Agreement Conditions:

1. Name of the Road:
2. Estimated Cost: Rs ..... Lakhs
3. Total Length Sanctioned:       Kms
4. Achieved Length:    Kms. (BT:   Kms, CC:   Kms)

**5. Details of CD Works:**

|                        |                 |                    |                       |
|------------------------|-----------------|--------------------|-----------------------|
| <b>1.Pipe Culverts</b> | <b>Chainage</b> | <b>No of Rows</b>  | <b>Diameter in mm</b> |
| 1)                     |                 |                    |                       |
| <b>2.Slab Culverts</b> | <b>Chainage</b> | <b>No of Vents</b> | <b>Span in Mts</b>    |
| 1)                     |                 |                    |                       |
| <b>3.Minor Bridges</b> | <b>Chainage</b> | <b>No of Vents</b> | <b>Span in Mts</b>    |
| 1)                     |                 |                    |                       |
| <b>4.Major Bridges</b> | <b>Chainage</b> | <b>No of Vents</b> | <b>Span in Mts</b>    |
| 1)                     |                 |                    |                       |
| <b>5.Causeways</b>     |                 |                    |                       |
| 1)                     |                 |                    |                       |

6. Road Informatory Board:    No

7. Road Signage Boards:       Nos

Note: The contractor shall continue to remains responsible for routine maintenance of the above work during maintenance period i.e., from Dt.... To...

Taken Over by

Handed Over by

Signature

Signature

Name and Designation with Date

Name and Designation with Date

## Annexure

### Salient Features of Bridge executed and Completed in all aspects as per Agreement Conditions:

1. Name of the Bridge:
  
2. Estimated Cost: Rs ..... Lakhs
  
3. Total Length of the Bridge Sanctioned:           Kms
  
4. Executed Length:       Kms.
  
5. Approaches Length (both sides separately) :    Kms (BT:       Kms, CC: Kms)
  
6. Details of CD Works:
  - a) Type of Bridge:
  - b) No of vents:
  - c) Length of each span:
  - d) Type of Foundations:
  - e) Protective works details (U/S & D/S):
  - f) Width of Carriage way :
  
7. Road Informatory Board:       No
  
8. Road Signage Boards:        Nos

Taken Over by

Handed Over by

Signature

Signature

Name and Designation with Date

Name and Designation with Date.