

HANDBOOK FOR DEVELOPMENT WORKS



Punjab Police



Development Branch

CENTRAL POLICE OFFICE
Lahore



MESSAGE BY IGP, PUNJAB/PPO

Punjab Police is committed to transform its infrastructure (buildings) to world class level by ensuring safe & sustainable structures to ensure conducive environment for an efficient public service system.

Department's development priorities include but are not limited to construction of new police stations, training institutes, residences for police personnel (Grade 1 to 10) and infrastructure for Counter Terrorism Department to implement National Action Plan for improvement of Criminal Justice System in the province.

In last 10-years, development budget of Punjab Police has increased almost seven (7) times. In 2007-08 it was almost PKR 1.179 billion whereas now it has grown up to PKR 7 billion, so the challenge to deal with this huge development portfolio has increased. Channelizing development funds is a crucial task and it was felt that there should be a handbook on development works in a consolidated form aiming to enhance understanding and knowledge for ready reference about complete development process for personnel and officers.

In this regard, this handbook will provide complete understanding of development process, systematic activities involved in the process of new scheme approval, repair and maintenance, responsibilities of Police Department as a sponsoring agency, monitoring and evaluation of development schemes and hiring of consultancy services.

I deeply appreciate the work of officers, who contributed in preparation of this handbook, which was a dire need of the personnel of Punjab Police.

(ARIF NAWAZ KHAN)
Inspector General of Police, Punjab/Provincial Police Officer



MESSAGE BY ADDITIONAL IGP, F & W

Punjab Police is committed towards improving the quality of its building infrastructures for improved service delivery, better working conditions, and public access. The department is envisioned to ensure timely completion with resource optimization of development schemes in order to promote infrastructure in a sustainable manner to the highest possible standards. During ADP Formulation process, it was observed that factors like need assessment, land status, HR etc. are needed to be elaborated in more efficient manner so as to ensure effective funds utilization. Moreover, the achievement of physical targets necessitates the preparation of a guideline for personnel of Police Department.

Since the development expenditures of the department are increasing day by day so it is important to highlight procedures by which districts/units may formulate their requirements so that the department could prioritize and timely execute the development projects.

In this regard, I would like to express my satisfaction and appreciation for the commendable work that has led to the formulation of "Handbook for Development Works" of Punjab Police. This handbook contains instructions regarding ADP Formulation, preparation of PC-I, PDWP/DDSC approvals, revision and supervision of development schemes and coordination oversight mechanism with Provincial Building Department and Planning & Development Department.

I hope that this "Handbook for Development Works" will serve the very purpose of enlightening the concerned with the essentials of development process.

(MUHAMMAD TAHIR)
Additional Inspector General of Police, Finance & Welfare, Punjab



PREFACE

It was felt that district and unit's offices are not very well conversant with the development matters and processes. Most often the concerned staff is unaware or has a little understanding of various important steps because of which a project has to face delays. Therefore, it was important that a comprehensive handbook be prepared which would incorporate all the essential instructions which would even go to address requisites of post completion process.

Considering the need, this handbook has been finalized with due consideration of instructions provided by Planning & Development Department, Punjab.

The purpose of this handbook is to enlighten the officials of Regions/Districts/Units about those basic and important affairs which take place from the beginning till the completion of a development project.

This handbook will serve as a tool to help obtain firsthand information of development processes and to answer various queries of related matters relevant to building works, monitoring officers and hands-on staff through an easy way; moreover designs and important information about police stations are also included in this handbook. However, the document may not be considered as a final word for development as updating is an iterative process and suggestions/comments will be welcomed for publication of its next edition.

I am thankful to the worthy IGP and Addl. IGP F&W for approval of this handbook and also commend the efforts of Project Development Specialist and his team, for significant involvement in the entire process of compilation and timely preparation of the first ever edition of this publication.

(MUHAMMAD AHSAN YOUNAS)

Assistant Inspector General of Police, Development, Punjab



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GLOSSARY

- PC-I** Planning Commission Proforma No. I. PC-I contains complete description of the project. It is the basic form on which all projects/schemes are required to be drawn up. It was introduced in its simple form in 1952 by Development Board and substantially revised in July, 1961. This was a composite form and was used for all sectors.
- PC-II** Planning Commission Proforma No. II. PC-II is required for conducting surveys and feasibility studies in respect of larger projects and is intended to get full justification for undertaking the project before large resources are tied up with them before inception.
- PC-III** Planning Commission Proforma No. III. PC-III is designed to furnish information on the progress of on-going projects on a quarterly basis and is required to be submitted by the executing agencies/departments within 20 days of the closing of each quarter.
- PC-IV** Planning Commission Proforma No. IV. PC-IV is a project completion report and is required to be submitted at the time when the project is adjudged to be complete.
- PC-V** Planning Commission Proforma No. V. PC-V is for the submission of evaluation/ implementation report on an annual basis for five (05) years. Furnished on an annual basis for a period of five years by the agencies responsible for operation and maintenance of the projects.
- ADP** Annual Development Plan - Annual development schemes of different categories of Police Department are to be submitted to the office of AIG Development for further submission to P&D Department after due scrutiny and short listing as per defined allocations by P&DD. The concept of ADP is to develop a perspective for planning, which consists of plans for the next three years.
- MTDF** Medium Term Development Framework is a policy measure programme of the Government of Pakistan drafted by the Ministry of Finance, Economic Coordination Committee and the Planning Commission of Pakistan, formulated to strengthen the national economy and civil infrastructure.
- DDSC** Departmental Development Sub Committee — DDSC is a competent forum to approve the development projects where the cost is up to **PKR 400 million**.
- PDWP** Provincial Development Working Party (PDWP) is a clearinghouse of development projects sponsored by various line departments. The PDWP is empowered to sanction projects ranging from PKR400 million to **PKR 10,000 million**.
- DSC** Departmental Scrutiny Committee — DSC is competent for the provision of funds for un-funded schemes.



- FD** Finance Department, Government of the Punjab, Lahore. The Finance Department is responsible for release of funds for the development projects under specified heads allocated by Planning & Development Department through SAP.
- P&DD** Planning and Development Department, Government of the Punjab, Lahore. All administrative departments of the Punjab province submit their Annual Development Plan-ADP for approval to P&DD. The approval of ADP funds comes under the ambit of P&DD.
- CPO** Central Police Office, Lahore, being the headquarter for Police Department forwards all its development projects received from all Districts/Units through the office of AIG Development to P&DD for inclusion in the Annual Development Plan and for their approval and allocation of funds.
- M&E** Monitoring and Evaluation provides a consolidated source of information showcasing development scheme progress with respect to the financial and physical status of on-going and completed development schemes.
- REVENUE** The revenue amount is specified for the purchase of land, furniture fixtures, machinery & equipment and heads which do not come under the construction cost.
- CAPITAL** The amount of money that a department actually receives for the purpose of construction, rehabilitation, addition/alteration and renovation of a building through ADP.
- RCE** Rough Cost Estimate. The RCE is composed of Bill of Quantities (BOQ), which further comprises of specifications of scheduled and non-scheduled items, quantities, rates and total amount including all the taxes and standard provisions.
- SMDP** Smart Monitoring of Development Projects. A dashboard developed by P&D Department to facilitate administrative departments to submit their ADP draft electronically on the dashboard for effective scrutiny and monitoring at their end. Police Department through Strategic Planning Unit in consultation with AIG Development office submits first, second and final draft of ADP on this dashboard.
- GS No.** General Serial Number — each development scheme is assigned a unique General Serial Number every year upon approval of ADP for tracking purpose.
- TOR** Terms of References — prepared for resident supervision of consultant. It is mandatory to get TORs approved by Chief Consultancy, P&DD.
- RFP** Request for Proposal — a brief document which includes scope of work, qualification criteria, TORs, deliverable details, eligibility criteria and reporting requirements for hiring of consultant for resident supervision. RFP usually is issued to the consultant shortlisted by P&DD under Rule# 7, sub rule (6) of PPRA 2014.



EXECUTIVE SUMMARY

This Handbook is prepared to facilitate concerned Officers/Officials regarding need assessment of development schemes, ADP formulation, new schemes approvals and other allied matters. It serves as a tool that shall help to obtain firsthand information of development processes and to answer various queries of related matters relevant to building works, monitoring officers and hands-on staff.

It provides step-by-step instructions regarding ADP Formulation, preparation of PC-I, DDSC approvals, coordination oversight mechanism with Building Department and P&D Department, revision and supervision of development schemes.

For Monitoring and Supervision, this Handbook includes documents such as Monitoring Proforma, Quality Checklist and Mandatory Provision Proforma for development schemes.

This Handbook is comprised of following sections:-

- Section-I** is about the development process, i.e. from project/scheme conception to scheme approval process and subsequently funds transfer mechanism.
- Section-II** deals with the preparation of PC-I with fulfilling its major components with reference to the Building Schemes.
- Section-III** highlights the major responsibilities of Police Department after a development scheme is approved. It provides step-by-step instructions for the monitoring personnel and hands-on staff who are assigned with the responsibility of supervision/monitoring.
- Section-IV** deals with the requirements of Repair & Maintenance related to official's own buildings.
- Section-V** deals with the hiring of consultancy services i.e. mandatory resident supervision for development schemes having cost PKR 200 million and above.
- Section-VI** deals with Police Development Management System (PDMS) which is a software developed by Strategic Planning Unit to manage development portfolio of Punjab Police, effectively.



BACKGROUND

The planning process was initially formalized in Pakistan with the creation of the National Planning Board in 1953 along with provincial departments. The Planning Commission at the federal level was set up in 1958 along with the provincial departments. In addition, a number of planning agencies have come into existence at different levels in the country, which are mentioned below:

- ▶ Planning Commission of Pakistan
- ▶ Provincial P&D departments/board; and
- ▶ Planning agencies at the divisional/district level

Learning Objectives

After reading, you will be able to understand:

- Background of Planning and Development in Pakistan
- Concerned Authorities
- Relevant documents pertaining to Planning/Development

1. PLANNING COMMISSION OF PAKISTAN¹

The Planning Commission (denoted as PC) is a financial and public policy development institution of the Government of Pakistan. The Planning Commission undertakes research studies and states policy development initiatives for the growth of national economy and the expansion of the public and state infrastructure of the country in tandem with the Ministry of Finance (MOF).

Since 1952, the commission has had a major influence and role in formulating the five-year plans for the national economy. Although the Medium Term Development Framework replaced the five-year plans, the commission still played an influential and central role in the development of the programme. Furthermore, the Public Sector Development Programme (PSDP) was also placed under the domain of the Planning Commission.

2. GOVERNING RULES

In Pakistan, the present method for planning, processing and reporting on development projects is based on the "**Rules of Procedure for Economic Council**", Planning Commission and Planning Sub-Commissions, issued by the former Ministry of Economic Affairs, Government of Pakistan in September, 1952.

¹www.pc.gov.pk (Planning Manual)



3. PLANNING PROFORMAS

In addition to laying down an effective organization for planning, five (5) Proforma (Revised in 1995) were prescribed for preparation and implementation of development schemes. Two of these deal with the submission of project proposals (PC-I and PC-II), one is concerned with the progress of ongoing projects (PC-III) and two, i.e. PC-IV and PC-V are to be filled in after completion of a project.

PC-I is the basic form on which all projects/schemes are required to be drawn up. It was introduced in its simple form in 1952 and was substantially revised in July, 1961. This was a composite form used for all sectors. As the time passed on, bigger and complex projects had to be prepared which required quite detailed information for pre-investment appraisal. PC-I form, therefore, was continuously made more elaborate and 12 separate forms suitable for particular sectors were introduced in July, 1974. In 1995, a Task Force headed by Deputy Chairman, Planning Commission was set-up to review the project planning process from identification to approval as well as to improve project quality. The Task Force reviewed existing 12 PC-Is and observed that formats of existing PC-Is are though quite comprehensive but still require some improvements. Accordingly, the Task Force agreed that existing PC-Is should continue with some modifications/improvements to cover environmental aspect, social sector benefits, risk analysis and incorporation of detailed financial statements.

4. FUNCTIONS OF THE PLANNING COMMISSION

Following are the functions of the Planning Commission:

- ▶ Preparing the national plan, reviewing and evaluating its implementation
- ▶ Formulating the Annual Development Plan
- ▶ Monitoring and Evaluation of major development projects and programmes
- ▶ Continuously evaluating the economic situation and coordinating economic policies
- ▶ Organizing research and analytical studies for economic decision-making
- ▶ Assisting in defining the national vision, and undertaking strategic planning
- ▶ Assessing the material, capital and human resources of the country and formulating proposals for augmenting such resources



5. FUNCTIONS OF PLANNING & DEVELOPMENT DEPARTMENT, PUNJAB

The functions of the department are listed in the Rules of Business of the Government of Punjab. These include:

- ▶ Formulation of provincial government vision, policies and strategies for economic planning and development in consultation with all stakeholders in the light of National Economic Council (NEC)'s guidelines
- ▶ Preparation, Monitoring & Evaluation of Annual Development Programme (ADP)/ Medium Term Development Framework (MTDF)
- ▶ Conducting research/analysis of socio-economic data
- ▶ Coordinating with government and preparing short-term and long-term provincial development plans
- ▶ Design policy for the approval of development schemes
- ▶ Resource allocation, re-appropriation of development funds, appropriations from block allocations and disbursement of supplementary grants
- ▶ Secretariat for the Provincial Development Working Party (PDWP) and clearinghouse for development projects within the competence of CDWP and ECNEC
- ▶ Determining and preparing sector wise portfolio for foreign assistance
- ▶ Negotiating loans and securing federal financial guarantees for foreign aided projects
- ▶ Coordinating for foreign training, seminars, conferences and workshops for all officials serving with the provincial government
- ▶ Capacity building of government departments, agencies and functionaries for good governance
- ▶ Framing guidelines for procurement of consultancy services
- ▶ Implementation, development and administration of Public Private Partnership (PPP) with respect to foreign assisted/funded and mega ADP projects
- ▶ Matters relating to attached departments, autonomous bodies and special institution of P&D Department
- ▶ Information Technology, Finance, Budget and Audit matters



6. DEVELOPMENT PROJECTS APPROVAL MATRIX

APPROVAL MATRIX

Competent Forum	Threshold of Project Cost
Executive Committee of the National Economic Council (ECNEC)	ECNEC is the final approving authority for any provincial project costing beyond PKR 10,000 million and projects as mentioned below: <ul style="list-style-type: none"> ▶ Any project involving a foreign component ▶ Any project of irrigation costing 1,000 billion or more
Central Development Working Party (CDWP)	CDWP, which is located at Planning and Development Division, Planning Commission, Islamabad, is a clearinghouse for any provincial project. The technical, financial and economic analyses of various projects are carried out by the Appraisal & Evaluation, Technical and other related sections. Projects with individual costs exceeding PKR 10,000 million are recommended by the PDWP to the CDWP
Provincial Development Working Party (PDWP)	PDWP is a clearinghouse of development projects sponsored by various line departments. PDWP is empowered to sanction projects ranging from PKR 400 million to PKR 10,000 million
Departmental Development Sub Committee (DDSC)	Projects costing up to PKR 400 million are within the approving competency of DDSC



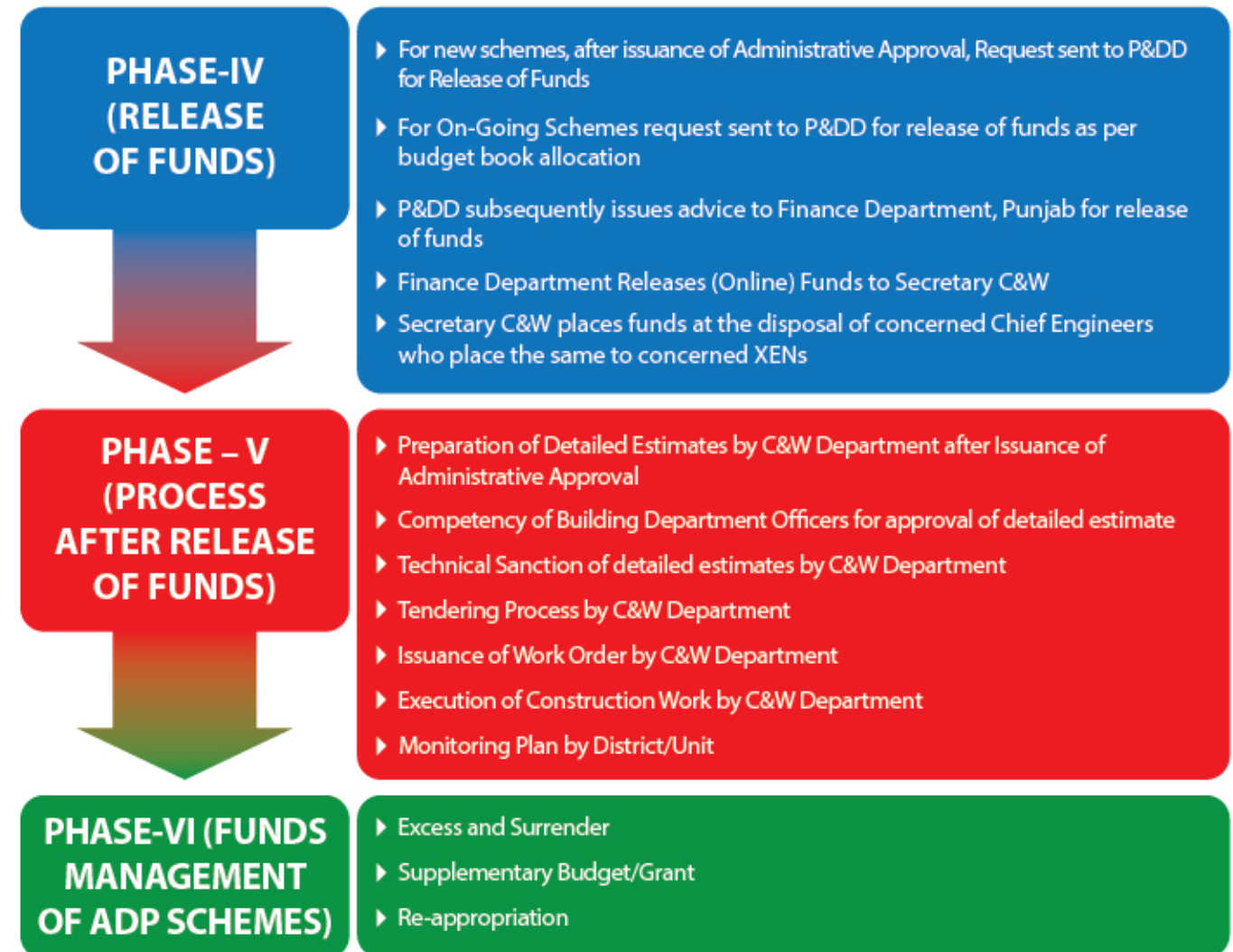
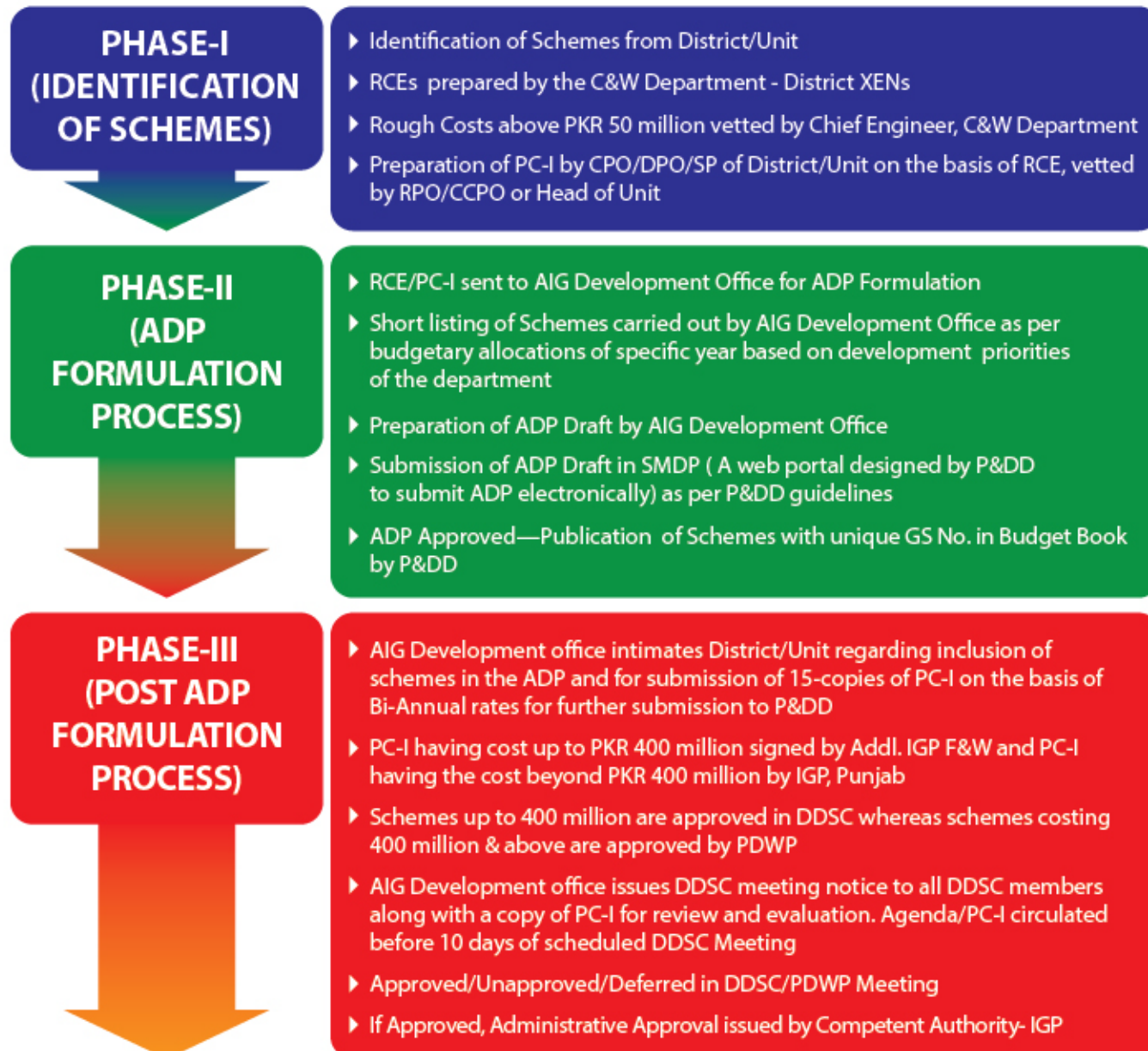
SECTION - I

DEVELOPMENT PROCESS

Learning Objectives:

After reading, you will be able to understand:

- Complete development process
- Step by step activities involved in the process of new scheme approval
- What happens once a development scheme is approved



**1. PHASE-I (IDENTIFICATION OF SCHEMES)****1.1 Identification of schemes from District/Unit**

As per the requirements, concerned District/Unit conducts a need assessment regarding infrastructural improvements in their jurisdiction, which includes but is not limited to new building requirement, rehabilitation, missing facilities, addition and alteration of existing buildings etc.

Responsibility: Concerned District/Unit of Police Department

1.2 RCEs prepared by the C&W Department - District XENs

Rough Cost Estimates are bill of quantities, specifications of scheduled and non-scheduled items, quantities, rates and the total cost including all the taxes and other standard provision required to complete a development scheme.

Responsibility: Concerned District/Unit shall get the RCE prepared from Building Department

1.3 Rough Costs above PKR 50 million

RCEs prepared by the Building Department, which cost more than PKR 50 million must be vetted by chief engineers. This process takes 3 to 4 weeks.

Responsibility: Concerned District/Unit shall make sure to get it signed by the Building Department as per competence

1.4 Preparation of PC-I

After preparation of RCE, the next stage is preparation of PC-I as per Proforma of PC-I.

Responsibility: Concerned District/Unit shall prepare PC-I in accordance with Section II and submit it to AIG Development office duly signed by CPO/DPO/SP(Unit) and vetted by CCPO/RPO/Head of Unit

2. PHASE-II (ADP FORMULATION PROCESS)**2.1 RCE/PC-I sent to AIG Development Office for ADP Formulation**

Districts/Units send their schemes along with RCE/PC-I with prioritization to AIG Development Office with request to incorporate scheme(s) in next year ADP.

Responsibility: Concerned District/Unit, AIG Development Office

2.2 Shortlisting of Schemes done by AIG Development Office as per budgetary allocations of specific year

On the receipt of schemes/RCE/PC-I, AIG Development Office conducts the shortlisting process of development schemes as per allocations intimated by P&DD, by considering last year's development, building conditions, crime and HR etc.

Responsibility: Strategic Planning Unit, AIG Development Office

**2.3 Preparation of ADP Draft by AIG Development Office**

Strategic Planning Unit finalizes ADP draft as per guidelines provided by the concerned sector chief, P&DD.

New Schemes: Priority wise

Ongoing Schemes: As per fund allocation and completion status

Due consideration is given to on-going schemes, so that they may be completed at the earliest.

Responsibility: Strategic Planning Unit, AIG Development Office

2.4 Submission of ADP Draft in SMDP (A web portal designed by P&DD to submit ADP electronically) as per P&DD guidelines

ADP comprising of new shortlisted schemes and ongoing schemes as per their budgetary allocations for completion is required to be submitted on SMDP (A portal for development schemes for all administrative department)

Responsibility: Strategic Planning Unit, AIG Development Office

2.5 ADP Approved—Publication of Schemes with unique GS No. in Budget Book by P&DD

After approval of ADP, Planning & Development Department forwards approved ADP draft to co-ordination section for publication of Budget Book. Each development scheme is assigned a unique General Serial number for tracking purpose.

Responsibility: Planning & Development Department

3. PHASE-III (POST ADP FORMULATION PROCESS)**3.1 AIG Development Office intimates concerned District/Unit regarding inclusion of schemes in the ADP and for submission of 15 copies of PC-I on the basis of Bi-Annual rates for further submission to P&DD**

On receipt of the budget book from P&DD, AIG Development Office intimates concerned District/Unit regarding inclusion of development schemes in the ADP and to submit PC-I on the basis of notified bi-annual rates for onward submission to P&DD.

Responsibility: Concerned District/Unit, AIG Development Office

3.2 PC-I having cost up to PKR 400 million signed by Addl. IGP F&W and PC-I having cost beyond PKR 400 million by IGP, Punjab.

The competent authority approves PC-I with the cost limit mentioned above to be signed by the concerned Addl. IGP and by IGP, Punjab (Provincial Police Officer).

Responsibility: After receipt of PC-I, AIG Development Office is responsible to get it signed by the Competent Authority



3.3 Schemes up to PKR 400 million are approved in DDSC whereas schemes costing PKR 400 million & above are approved by PDWP
Schemes up to PKR 400 million are presented before DDSC for approval while schemes costing PKR 400 million and above are placed before PDWP for approval.

Responsibility: AIG Development Office

3.4 AIG Development office issues DDSC meeting notice to all DDSC members along with a copy of PC-I for review & evaluation. Agenda/PC-I circulated before 10 days of scheduled DDSC Meeting

Districts/Units submit PC-I of schemes after incorporating change of rate if applicable and any other details, which are deemed necessary to AIG Development Office. AIG Development Office after making necessary review prepares agenda of DDSC and circulates it to all DDSC members for review and evaluation before 10 days of DDSC meeting.

Responsibility: AIG Development/Strategic Planning Unit, Districts/Units

3.5 Approved/Unapproved/Deferred in DDSC/PDWP Meeting

DDSC/PDWP meeting under the chairmanship of IGP Punjab and comprised of members from P&DD, Finance Department, Building and Environment Protection Department is planned to be held at Central Police Office for approval of schemes up to PKR 400 million.

Responsibility: DDSC Forum-District/Unit should make sure to coordinate with Building Department to ensure their presence in DDSC

3.6 If Approved, Administrative Approval issued by Competent Authority- IGP

If the scheme is approved by DDSC, minutes of meeting are finalized and signed by all members and subsequently the competent authority issues Administrative Approval.

Responsibility: AIG Development Office is responsible for the circulation of Minutes of Meeting to the concerned and for issuance of AA

4. PHASE-IV (RELEASE OF FUNDS)

4.1 For new schemes, after issuance of Administrative Approval, request sent to P&DD for Release of Funds

For new schemes, after issuance of AA by the competent authority, request for release of funds is sent to P&DD for onward submission to Finance Department.

Responsibility: P&DD, AIG Development Office

4.2 For on-going schemes, request sent to P&DD for release of funds as per budget book allocation

Request made to P&DD for issuance of advice regarding release of funds for onward submission to Finance Department.

Responsibility: Finance Department, P&DD



4.3 P&DD subsequently issues advice to Finance Department, Punjab for release of funds
Planning & Development Department issues advice for the release of funds to Finance Department.

Responsibility: P&DD

4.4 Finance Department Releases (Online) Funds to Secretary C&W

Finance Department releases (online) funds to Secretary C&W under concerned head of accounts through PIFRA/SAP.

Responsibility: P&DD, FD, Building Department and AIG Development for coordination

4.5 Secretary C&W places funds at the disposal of concerned Chief Engineers who place the same to concerned XENs

Secretary C&W places the funds at the disposal of Chief Engineers concerned who place the same to concerned XENs.

Responsibility: C&W Department

5. PHASE V (PROCESS AFTER RELEASE OF FUNDS)

5.1 Preparation of detailed estimates by C&W Department after issuance of Administrative Approval

Detailed estimate is prepared keeping in view the latest Bi-annual rates. The detailed estimate can be increased up to a limit of 10% from Administrative Approval amount

Responsibility: C&W Department

5.2 Competency of Building Department Officer for approval of detailed estimate

- Executive Engineer = RCE Up to 15 million
- Superintending Engineer = RCE up to 50 million
- Chief Engineer = RCE greater than 50 million

Responsibility: C&W Department

5.3 Technical Sanction of Scheme by C&W Department

After preparation of detailed estimates, Technical Sanction of scheme is done as per the above competency. In Technical Sanction, the total amount can be increased up to 10% by C&W Department.

Responsibility: C&W Department

5.4 Tendering process by C&W Department

After approval of detailed estimate, the tendering process is initiated which comprises of:

- i) Preparation of bidding document
- ii) Advertisement
- iii) Issuance of bids to bidders
- iv) Opening of bids
- v) Preparation of comparative statement of all the bids
- vi) Approval of lowest evaluated bid from Competent Authority

Responsibility: C&W Department

**5.5 Issuance of Work Order by C&W Department**

The Work Order is signed by concerned Executive Engineer after approval from Competent Authority and is issued to the Contractor.

Responsibility: C&W Department

5.6 Execution of Construction Work by C&W Department

The work is executed after handing over the site to the contractor. The contractor submits the project plan and accordingly execution begins. The Project Plan is the basic document for monitoring of scheme

Responsibility: C&W Department

5.7 Monitoring Plan by concerned District/Unit

Monitoring & Evaluation is a continuous process for analyzing the progress of work as per the scope and objectives. The monitoring cycle is based on following factors:

- Time
- Milestone
- Completion of major stages

Responsibility: Concerned District/Unit, Strategic Planning Unit

6. PHASE-VI (FUNDS MANAGEMENT OF ADP SCHEMES)**6.1 Excess and Surrender**

When any department requires additional funding and if it EXCEEDS the budgeted allocation of funds, an 'Excess' is said to take place. Quite the converse, when a department SAVES funds from the budgeted allocation 'Surrender' is said to occur.

Statement of Excesses and Surrenders

- The Statement of Excesses and Surrenders is prepared in prescribed format
- For completion of Excesses and Surrenders the requisite information is sought from the executing agency (C&W Department)
- The Statement of Excesses and Surrenders is prepared on the basis of actual expenditure incurred during the first eight months of the financial year and keeping in view the expected expenditure in the remaining four months of the financial year
- The C&W Department submits two (02) Statements of Excess and Surrender with reasons

6.2 Supplementary Budget/Grant

A Supplementary Budget may be requested on the basis of Statement of Excess and Surrenders.

The supplementary budget is presented in the same form and manner as that of the annual budget.

Supplementary Grants

There are three forms of Supplementary Grants:

- Token Supplementary Grant is sanctioned to open and operate a new budget head
- Technical Supplementary Grant is sanctioned to transfer funds from a Grant/Demand as a result of actual saving to another Grant/Demand, which needs provision of additional funds
- Regular Supplementary Grant is sanctioned when saving is not available either through re-appropriation of funds from within the same Grant/Demand or Technical Supplementary Grant from one Grant/Demand to another Grant/Demand

**6.3 Re-appropriation**

Re-appropriation means the transfer of funds from scheme(s) to meet excess expenditure anticipated under another scheme(s) of same grant.

The officials shall re-appropriate in accordance with the re-appropriation powers delegated as:

- "Administrative Department" and "Officers in Category-I" full powers
- Re-appropriation will not be made except for approved schemes; and
- The approved cost of the scheme will not be exceeded through re-appropriation, by more than 10% of the amount for which the scheme has been administratively approved
- No appropriation or re-appropriation may be made from one grant to another or after the expiry of the financial year
- Re-appropriation shall not be applied to scheme in which scope of work from approved scheme is changed.

Guidelines for Re-appropriation (Development Schemes)

- For re-appropriation from Capital to Capital, IGP has the power for the re-appropriation. On the basis of IGP Orders, Finance Department disburse the funds in respective scheme(s)
- For re-appropriation of released funds from "Revenue to Capital", "Capital to Revenue" or "Revenue to Revenue", the request is sent to the Planning & Development Department by the IGP-Office, on the basis of which Planning & Development Department issues the "Advice" in attention to Finance Department. After that Finance Department approve the re-appropriation and disburses the funds in respective scheme(s)
- For re-appropriation of unreleased funds, request is made to P&D Department.

7. COMPOSITION OF COMPETENT FORUMS FOR APPROVAL OF DEVELOPMENT SCHEMES**7.1 DDSC**

Projects costing up to PKR 400 million are within the approving competency of **Departmental Development Sub-Committees**. The DDSC constitutes of the following committee members:

- Secretary of Administrative Department - Chairman**
- Members**
 - Representative of Finance Department (not below the rank of Deputy Secretary)
 - Representative of P&D Department (not below the rank of Chief of Section)
 - Representative of C&W/Engineering Department (not below the rank of Chief Engineer)
 - Representative of Environment Department
 - Any Co-opted Member

**7.2 PDWP**

The Provincial Development Working Party (PDWP) is a clearing house of development projects sponsored by various line departments. The PDWP is empowered to sanction projects ranging from PKR 400 million to PKR 10,000 million.

The projects are sent by the administrative departments for approval to the PDWP, which comprises of the following members:

- **Chairman, Planning and Development Board - Chairman**
- **Members**
 - Secretary, Finance
 - Secretary, Concerned (project sponsoring) Department
 - Secretary, Environment Protection Department
 - Director, Punjab Economic Research Institute
 - All members of P&D Board
 - Any Co-opted Member

7.3 DSC

Departmental Scrutiny Committee(DSC) is competent for provision of funds to un-funded schemes falling under the purview of Provincial Government. Its composition is as follows:

- i. Administrative Secretary of the Department-**Chairman**
- ii. Chief Engineer concerned/D.G./Head of Attached Department-**Member**
- iii. Representative of P&D and Finance Department- **Member** (not below the rank of Chief of Section and Deputy Secretary respectively)
- iv. Representative of Executing Agency- **Member** (not below the rank of Deputy Secretary)

The terms of reference of the Department Scrutiny Committee would be as under:

- i. Departmental Scrutiny Committee will scrutinize the demand for funds of unfunded schemes and will approve its funding plan to complete the scheme clearance of liabilities etc.
- ii. After approval, the Departmental Committee will forward the case to P&D Department for funding along with intra-sectoral re-appropriation proposal

Attached at **Annexure-I**

**SECTION - II****PREPARATION OF PC-I AND ALLIED DOCUMENTS²**

This section contains answer of 02 simple questions: -

- ▶ **How to prepare PC-I?**
- ▶ **How to check PC-I?**

Unlike popular assumptions, PC-I is the simplest form that can be checked and studied in few minutes following the mentioned details:

Learning Objectives

After reading, you will be able to understand:

- Major components of PC-I form
- PC-I Preparation Process
- Signing process of PC-I
- Important terms with reference to Building Schemes

Sr.#	Name of Content	Description
1.	Name of the project	Complete name of the Development Scheme
2.	Location	Detail of Location, Area of the Project
3.	Authorities Responsible for	Details of Sponsoring/Executing/Operational & Maintenance & Concerned Federal Ministry
4.	Plan Provision	Either Project included in the ADP details of year wise phasing and actual allocation of the project
5.	Project Objectives	<ol style="list-style-type: none"> 1. Indicate objectives of the project and develop a linkage between the proposed project and sectoral objectives 2. In case of revised Projects, indicate objectives of the project if different from original PC-I
6.	Description and Justification of Project	<ol style="list-style-type: none"> 1. Describe the project and indicate existing facilities in the area and justify the establishment of the project 2. Provide technical parameters i.e. input and output of the project 3. Provide details of civil works and other physical facilities required for the project
7.	Capital Cost Estimates	<ol style="list-style-type: none"> 1. Indicate date of estimation of project cost 2. Provide basis of determining the capital cost. It includes market survey, schedule rates, estimation on the basis of previous work done etc.
8.	Annual Operating Cost	Item-wise annual operating cost based on proposed capacity utilization be worked out for 5 years and sources of its financing.

²www.pc.gov.pk (Planning Manual)



9.	Demand and Supply Analysis	<ol style="list-style-type: none"> Existing capacity of services and its supply/demand Capacity of the projects being implemented in public/private sector Designed capacity and output of the proposed project
10.	a. Financial Plan & Mode of Financing b. Cash Flow	Through ADP e.g. ADP 2018-19
11.	Benefits of the Project and Analysis	<ol style="list-style-type: none"> Financial: Income to the Project along-with assumptions Economic: Benefit to the economy along-with assumptions Social: Benefits with indicators Environmental: Environmental Impact Assessment(EIA)-negative/positive
12.	Implementation Schedule	Indicate starting and completion date of the project
13.	Management Structure and Manpower Requirements	<ol style="list-style-type: none"> Administrative arrangements for implementation of project Manpower requirements by skills during execution and operation of the project be provided Job description, qualification, experience, age and salary of each post be provided
14.	Additional Projects Decisions Required	Details of additional items of the project: - <ol style="list-style-type: none"> External Development Charges: 5 to 15% depend on nature of land Consultancy Charges: 2% of above PKR 200 million scheme Horticulture Charges 0.1% PRA Charges: 5% Any other charges
15.	Certificate	<ol style="list-style-type: none"> The name, designation and Phone # of the officer responsible for preparing and checking be provided It may also be confirmed that PC-I has been prepared as per guidelines issued by the Planning Commission for the preparation of PC-I for Infrastructure Sector Projects The PC-I along with certificate must be signed by the concerned to ensure its ownership
16.	Validity of PC-I	The rates mentioned in PC-I are directly related with Bi-Annual rates issued by the Provincial Building Department
17.	Consultancy	The Development Schemes costing PKR 200 million and above require consultancy as per guidelines of P&D Department



1. QUALITY OF PC-I

The P&DD has introduced a checklist of key variables that provide a first check on the quality of PC-Is being submitted by the departments. The departments are intimated that any PC-I that is submitted with missing elements of the checklist will not be accepted by the P&DD for further processing. The departments should place more emphasis on areas such as:

Sr.#	Description	Yes/No
1.	Procurement Plan	
2.	HR Management Plan	
3.	Implementation Plan	
4.	M&E Plan	
5.	Risk Management Plan	
6.	Year wise Financial Phasing	
7.	Year wise Physical Phasing	
8.	Environmental Impact Assessment	
9.	Economic Analysis/Financial Analysis	

2. CAUSES FOR REVISION OF PROJECTS

a. Causes

Projects are revised multiple times to:

- Add/adjust additional scope
- Change design parameters
- Modify technical specifications
- Expand new areas/activities
- Adjust changes in bi-annual rates

b. Adverse Impact

Many projects end up completing at a cost, which is multiple times higher than the original approved cost. This trend has caused serious implications for financial planning, resource estimation and budgetary allocation for development projects.

In order to streamline the planning process and to ensure financial discipline in the implementation of development projects, it has been decided that:

- ▶ In such cases where additional work is recommended/required, same shall not be added to the existing project which will be completed as per its original approved cost/scope and sponsoring agency may prepare separate PC-I for undertaking additional scope of work as separate scheme



- ▶ The revision of the project will be considered only in the cases, where overall **cost of the project does not increase beyond 15%** of the original approved cost owing to the following reasons:
 - i. Unforeseen expenditure
 - ii. Revised MRS (Market Rate System)
 - iii. Significant variation in the nature or the scope of the project has been made, irrespective of whether or not it involves an increased outlay with proper justification
 - iv. Where the revision of a project is crucial to incorporate any work, which has been missed out during planning process, a revised PC-I may be prepared with proper justification/reasons for revision. Moreover, responsibility for such lapses/ omissions may also be fixed before submitting the revised project to the approving fora
 - v. Permission for upward revision up to 15% referred in para 2 above is applicable for original approved cost of the project not for the revised cost of the project
 - vi. While submitting the project for revision, the department will clearly indicate the provision of funds from its allocated portfolio by mentioning those schemes from where the funds would be diverted



SECTION - III

DEVELOPMENT SCHEMES POST APPROVAL PROCESS

1. MONITORING & SUPERVISION OF DEVELOPMENT SCHEMES

This section will be used during the field monitoring visits by the project supervisors and monitors. Monitoring, Evaluation and Supervision of Schemes is an important task and needs to be carried out vigilantly for effective utilization of funds. It is important due to following factors:

- ▶ It provides the only consolidated source of information showcasing project progress
- ▶ It often generates written reports that contribute to transparency and accountability, and allows for outcome to be shared more easily
- ▶ It reveals constraints and offers paths for learning and improvements
- ▶ It provides means for agencies seeking to learn from their experiences and to incorporate them into policy and practice
- ▶ It provides a way to assess the crucial link between implementers and beneficiaries on the ground and decision-makers
- ▶ It provides basis for questioning and testing assumptions

2. RESPONSIBILITY OF MONITORING PERSONNEL

The monitoring team is responsible for following assignments:

- ▶ Monitoring and evaluation of all components of the on-going/new development schemes existing in respective District/Unit
- ▶ Coordination with the Executing Agency and Planning & Development Department, Punjab
- ▶ Preparing monitoring reports of the development schemes and their circulation to the concerned
- ▶ Organizing review meetings with the concerned staff and conducting follow up for the implementation of decisions taken

Completion of Scheme

The scheme is said to be completed if the scope and objective is achieved as desired. Technically, scheme is considered complete after issuance of PC-IV document (Completion Certificate) from Client Department

Learning Objectives

After reading, you will be able to understand:

- Responsibilities of Police Department with respect to monitoring, evaluation & supervision of development schemes

**3. ANNEXURES FOR DEVELOPMENT SCHEMES POST APPROVAL****Step-I- Approval of Schemes and Issuance of Funds**

(Attached as Annexure-B)

Step-II- Tendering Process for Issuance of Work Order to Contractor

(Attached as Annexure-C)

Step-III- Tendering Process for Hiring of Consultant for Supervision of Schemes Having Cost More than PKR 200 M

(Attached as Annexure-D)

Step-IV-Monitoring Criteria and Proforma

(Attached as Annexure-E)

Schemes Stepwise Progress and Quality Checklist

(Attached as Annexure-F)

Mandatory Items Checklist

(Attached as Annexure-G)

Comments and Observations

(Attached as Annexure-H)

**SECTION - IV****REPAIR AND MAINTENANCE
(*A13303- OTHER BUILDING)**

This section will highlight the prerequisites of Funds Utilization under the Head of Repair & Maintenance of official own buildings.

Learning Objectives

After reading, you will be able to understand:

- Issuance of Technical Sanction regarding Repair and Maintenance

1. TECHNICAL SANCTION

Technical sanction is the basic tool for exercising Technical control and all civil works executed by the Provincial Building Department. Technical control ensures that the design and specifications are in accordance with sound engineering practice and fulfill the output in view with the least expenditures of funds.

Delegation of Financial Power Rules, 2016³**PART-II****Special Powers to Certain Departments and Officers Police Department**

Sr.#	Nature of Power	To Whom Delegated	Extent
1.	To give Technical sanction to estimates for expenditure in all petty and annual repairs as well as original works or special repairs to buildings in the charge of Police department	(i) Provincial Police Officer/ Inspector General of Police (IGP)	Full Powers provided the estimates are duly vetted by C&W Department
		(ii) Deputy Inspector General of Police (DIG)	Up to PKR 0.250 million in each case provided the estimates are duly vetted by C&W Department
		(iii) Superintendent of Police and Principal, Commandant, Police Training Centre, Sihala	Up to PKR 0.100 million in each case provided the estimates are duly vetted by C&W Department

³Delegation of Financial Power Rules, 2016, Finance Department, Government of Punjab

*A13303- Designated A/C by Finance Department for Repair and Maintenance

**2. PAYMENT MADE BY POLICE DEPTT. AND BILLING/WORK BY C&W**

Rule	Procedure
Para 7.130 of Departmental Financial Rules (D.F.R.) (Public Work Deposit)	<ol style="list-style-type: none"> 1. Estimates sought from C&W Department 2. Administrative Approval issued by Police Department 3. Technical Sanction issued by Police Department 4. Cheque drawn from AG, Punjab, Lahore 5. Cheque issued to C&W Department 6. Work Executed by C&W Department after formalities

3. WORK AND BILLING EXECUTED BY POLICE DEPARTMENT**From PKR 1/- to PKR 99,999/-**

Rule	Procedure
On receipt of Three (03) quotations from vendors registered with C&W Department	<ol style="list-style-type: none"> 1. Estimates sought from C&W Department 2. Quotations sought from three (03) vendors 3. Comparative Statement 4. Work Order 5. Inspection/Verification Report 6. Bill and Payment through Technical Sanction

From PKR 100,000/- to PKR 2,000,000/-

Rule	Procedure
By publishing Tender on PPRA Website as per Chapter-III (Advertisement) Sr. No.12 (1)	<ol style="list-style-type: none"> 1. Estimates sought from C&W Department 2. Tender floated on PPRA website 3. Technical vetting of documents 4. Financial Opening 5. Comparative Statement 6. Work Order 7. Inspection/Verification Report 8. Bill and Payment through Technical Sanction

**From PKR 2,000,001/- or above**

Rule	Procedure
By publishing Tender on PPRA Website, as well as in at least two national daily newspapers of wide circulation, one in English and one in Urdu, as per Chapter-III (Advertisement) Sr. No.12 (2)	<ol style="list-style-type: none"> 1. Estimates sought from C&W Department 2. Tender floated on PPRA website & newspapers 3. Technical vetting of documents 4. Financial Opening 5. Comparative Statement 6. Work Order 7. Inspection/Verification Report 8. Bill and Payment through Technical Sanction

As per PPRA Rules 12 (1) a procuring agency shall advertise procurement of more than one hundred thousand rupees and up to the limit of two million rupees on the website of the Authority in the manner and format specified by regulation but if deemed in public interest, the procuring agency may also advertise the procurement in at least one national daily newspaper. Moreover, as per serial No. 3 on the second schedule Part II Special Power Police Department appended to the Punjab Delegation of Financial Powers Rules 2016, the SP is competent to give technical sanction to estimates up to Rs.0.100 (million) in each case, DIG is competent up to Rs.0.250 (million) in each case and PPO/IGP has full power provided the estimates are duly vetted by C&W Department concerned.



SECTION - V

HIRING OF CONSULTANCY FIRM

1. CONSULTANCY SERVICES⁴

'Consultancy Services' mean services requiring adequate technical expertise and financial capability in undertaking specific assignment or project and may be of an intellectual nature and differ from the other types of services directly connected with the procurement of goods and works in which the physical component of the activity is the main function and often involves equipment intensive assignments. These services may include:

- ▶ Advisory and review services
- ▶ Pre-investment or feasibility studies
- ▶ Construction supervision
- ▶ Management and related services
- ▶ Other technical services or special studies
- ▶ Design; and
- ▶ Surveys and investigations

Learning Objectives

After reading, you will be able to understand:

- Consultancy Services
- The development schemes where resident supervision is mandatory
- Procedure for hiring consultancy services

2. SHORT CONSULTANCY

When the cost of consultancy does not exceed two million rupees for individual consultant and five million rupees for consulting firms. Duration of the short consultancies for an individual consultant shall not exceed six months.

Clause 46.A of PPRA Rules 2014, states:

*"The selection process of a firm of consultants in a short consultancy for purpose such as **third party validation**, bid evaluation, term of reference, preparation of documents relating to prequalification and request for proposal, pre-shipment inspection, audit, simple engineering design or **supervision of non-complex work**, where the cost of consultancy does not exceed three million rupees:*

- a. the firm shall be selected by considering at least **three quotations** from renowned, registered and well reputed firms, on the basis of qualification and experience for the assignment;
- b. the firm considered for the comparison of qualification and experience shall meet the minimum relevant qualification and the one selected to be employed by the procuring agency shall be the best qualified and fully capable of carrying out assignment; and
- c. the procuring agency **may conduct interview** for the selection of best option."

⁴www.ppra.punjab.gov.pk (PPRA Rules 2014)



3. LARGE CONSULTANCY

When the cost of consultancy exceeds two million rupees for individual consultant and five million rupees for consulting firms. Duration of large consultancy for an individual consultant shall not exceed twelve months.

4. MAJOR TYPES OF CONSULTANCIES IN DEVELOPMENT PROJECTS

Following are the major type of consultancies involved in development projects:

i. Feasibility Report

- ▶ Surveys and feasibility studies of the development project

ii. Architectural Design

- ▶ Overall view and architectural layout of buildings

iii. Structural Design

- ▶ Design of the structure of buildings

Note: For the above three types of consultancies, the cost usually amounts to 2-4% of the estimated cost of civil works

iv. Resident Supervision

- ▶ Technical supervision of overall project
- ▶ It usually amounts to 2% of the estimated cost of the civil work

v. Third Party Validation

- ▶ Third Party Validation (TPV) is carried out to gauge the progress of a project with regard to its objectives and intended impact from an independent perspective. It helps to foresee the future of the project. TPV brings to light whether the value of money is being achieved or not
- ▶ It usually amounts to 1-2% of the estimated cost of the civil work

5. THRESHOLD COST OF DEVELOPMENT SCHEMES FOR CONSULTANCY SERVICES

As per the revised framework received from P&DD, vide Letter No. 4(24) PO(CONS) P&D/97-Vol-III, dated 27th July 2017, the threshold amount for the resident supervision of building projects is PKR 200 Million and above. Attached at **Annexure-J**

6. CONSULTANCY COST

In building projects, the consultancy amount is usually taken 2% of civil work's amount. Consultancy cost exists in Rough Cost Estimate and its amount is transferred into the account of Executive Engineer, Provincial Public Building Department. The Executive Engineer after recommendation of Client releases bills of consultant.



7. PROCEDURE FOR HIRING OF CONSULTANCY SERVICES

1. Preparation of TORs by relevant District/Unit

- ▶ The District/Unit shall prepare the Term of Reference (TORs) for the respective development project
- ▶ **The Terms of Reference** shall unambiguously define the objectives, goals and scope of the assignment, core team of required experts, expected deliverables with timelines and list of services necessary to carry out the assignment
- ▶ Once the scope is defined in the submitted TORs, any further changes in the scope would not be entertained by AIG Development Office rather incorporating changes would only be the discretion of P&DD

2. TORs received by AIG Development Office

On receiving TORs from Districts/Units, the AIG Development Office would forward the same to Strategic Planning Unit, CPO

3. Vetting of TORs by Strategic Planning Unit

Strategic Planning Unit would be responsible for a thorough review and vetting of TORs. The vetted TORs would be forwarded to the AIG Development Office

4. Vetted TORs forwarded to P&DD

AIG Development Office would forward the vetted TORs to Chief Consultancy Planning & Development Department for approval

5. Receiving of approved TORs

Planning & Development Department will seek clarification from AIG Development, otherwise approve TOR's and send it back to the AIG Development

6. Approved TORs forwarded to relevant District/Unit

AIG Development Office would send the approved TORs to the respective Districts/Units with directions to prepare standard RFP

7. Preparation of RFP by relevant District/Unit

- ▶ The District/Unit would be responsible for preparation of RFP
- ▶ District shall prepare a Request for Proposal(RFP) which should include the following:

- i. **Letter of Invitation:** The letter of invitation shall mention the name and address of the procuring agency and its intention to enter into a contract for provision of consulting services and contain names of all the short listed firms
- ii. **Instruction to Consultants:** Instructions to Consultants shall contain all necessary information that may help them prepare responsive proposals
- iii. **Terms of Reference:** Terms of Reference shall unambiguously define the objectives, goals and scope of the assignment, core team of required experts, expected deliverables with timelines and list of services necessary to carry out the assignment
- iv. **Evaluation Criteria:** Except as otherwise provided, the evaluation of proposals shall be carried out giving due consideration to quality and cost
- v. **Type of Contract:** Depending on the circumstances, one of the following types of contracts may be used:
 - a. lump sum contract shall be used mainly for assignments in which the content, duration of the services and the required output are unambiguously defined
 - b. time based contract shall be used when it is difficult to define the scope and the length of services
 - c. hourly or daily rates shall be used for small projects, especially when the assignment is for less than a month; and
 - d. any other, based on combination of the above and including out of pocket expenses, where required
- vi. **Special Provisions:** specify any other requirement related to the assignment or contract, where required.

8. RFP RECEIVED BY AIG DEVELOPMENT OFFICE

District/Units will send the RFPs to the AIG Development Office

9. APPROVAL OF RFP BY CONSULTANT SELECTION COMMITTEE(CSC) UNDER RULE 40 OF PPRA RULES, 2014⁵

- AIG Development Office would forward the RFP to CSC members for review
- A CSC meeting would be held for the approval of RFPs
- **Consultant Selection Committee** is composed of odd number members, which shall consist of the following:
 - i. Head of the Punjab Police who shall be its chairperson.
 - ii. A nominee of the Planning and Development Department, a nominee of the Finance Department, as members; a representative of the Punjab Police, as a member (secretary)
 - iii. The procuring agency (Police Department) may co-opt up to two members, having adequate technical knowledge and experience in the relevant field, for assistance in a given assignment that requires technical input
 - iv. As per PPRA Rule 42, all decision of the Consultant Selection Committee shall be made by majority of the members present and by voting

⁵ADP Guidelines 2018-19





10. ISSUANCE OF RFP TO SHORTLISTED FIRMS OF P&DD

- ▶ The AIG Development Office would issue the approved RFPs to shortlisted consultancy firms of P&DD
- ▶ P&DD has shortlisted the consultancy firms in accordance with Clause 6-Rule 16 of PPRA Rules 2014
- ▶ As per Clause 8(d)- Rule 16 of PPRA Rules 2014, the list of shortlisted consultancy firm is available at official website of P&DD (www.pndpunjab.gov.pk)

11. PROPOSAL WOULD BE RECEIVED FROM SHORTLISTED FIRMS

CSC would receive technical and financial proposals from the shortlisted firms

12. TECHNICAL EVALUATION OF PROPOSAL

- ▶ CSC shall evaluate the technical proposal in the manner prescribed in TORs, without reference to the price and shall reject any proposal, which does not conform to the specified requirements
- ▶ During the technical evaluation, no amendments in the technical proposal shall be permitted

13. OPENING OF FINANCIAL PROPOSALS

CSC shall open financial proposals of the technically qualified consultancy firms. Proposal shall be ranked on the basis of technical and financial evaluation.

14. TECHNICAL & FINANCIAL EVALUATION CRITERIA

Formula for technical evaluation of proposal is:

Technical Score(T.S)	
$T.S=A1(20)/100+ A2(60)/100+ A3(20)/100$	
A1	Company Profile = 100 a) Number of Similar Assignments=40 b) Value of Similar Assignments=40 c) Organizational Chart & Quality Management System=20
A2	Core Team=100
A3	Approach & Methodology=100

*Minimum Qualification Marks=65

Weightage for technical & financial scores is 0.7 and 0.3 respectively.



15. DECLARATION OF HIGHEST RANKED BIDDER

Based on technical and financial scores, Consultant Selection Committee recommends the highest ranked bidder.

16. NEGOTIATION

- ▶ Procuring agency (Police Department) may negotiate with the highest ranked bidder for consultancy regarding methodology, work plan, staffing, contract price and special conditions of the contract
- ▶ In case of failure of negotiations, procuring agency (Police Department) may invite the next ranked bidder
- ▶ Procuring agency (Police Department) shall negotiate with the consultant. Negotiation by a single person on behalf of the procuring agency (Police Department) shall not be allowed

17. APPROVAL OF SUCCESSFUL CONSULTANCY FIRM

After evaluation and successful negotiations, procuring agency (Police Department) would finalize the consultancy firm for taking up the development project.

18. PREPARATION AND SUBMISSION OF DRAFT AGREEMENT

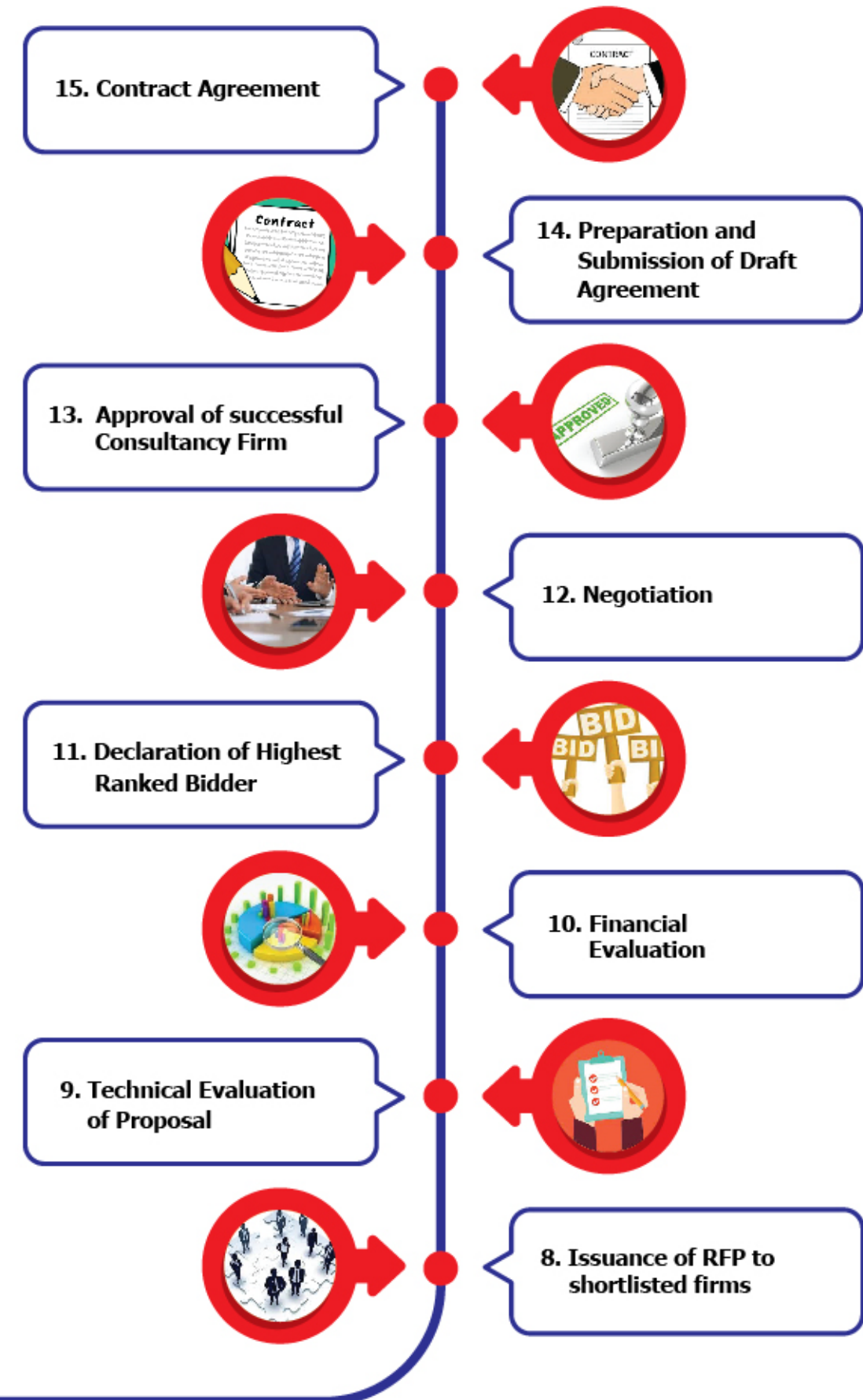
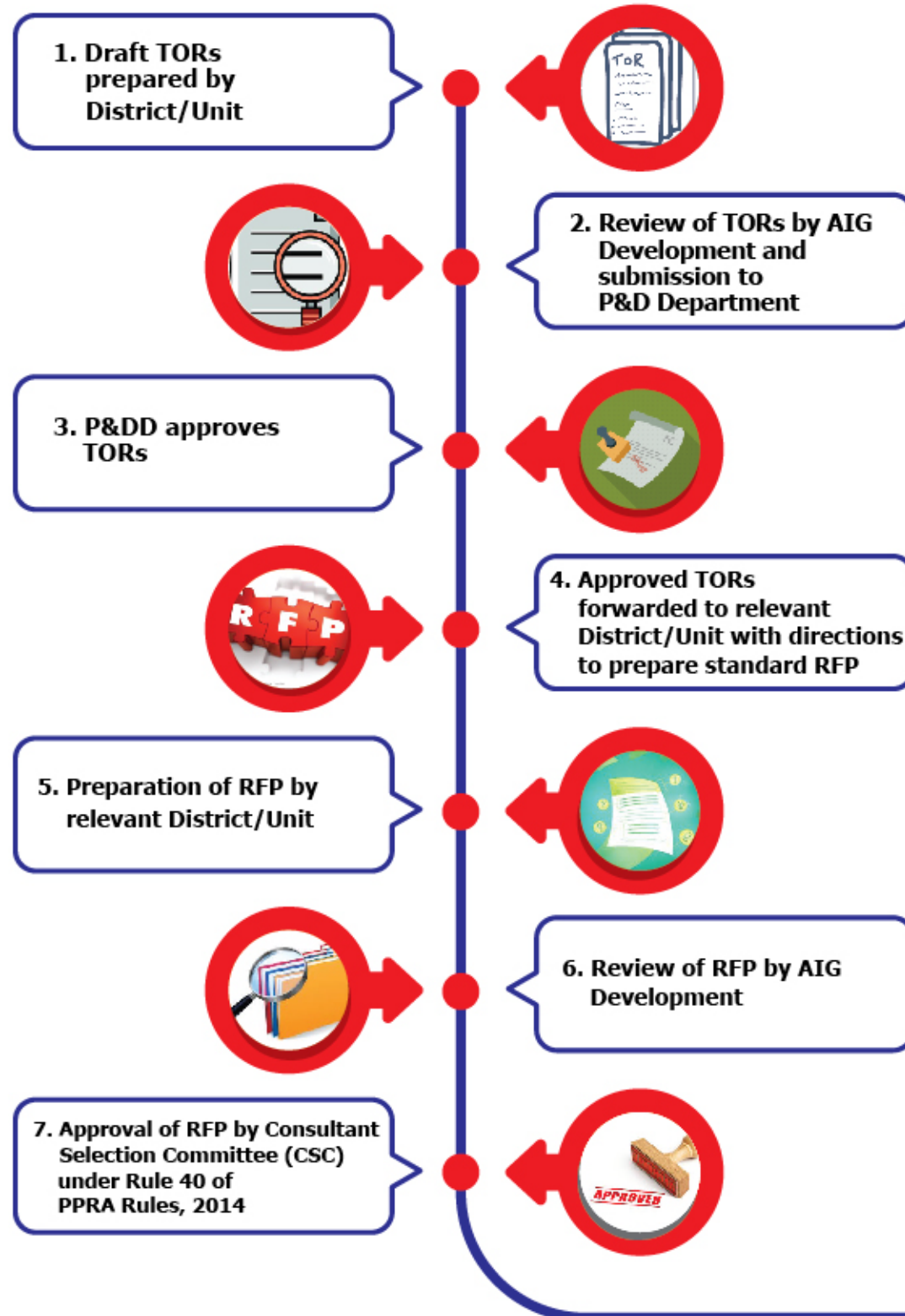
District/Unit will be intimated about the finalized consultancy firm and would then be asked to prepare and submit a draft agreement to AIG Development Office. AIG Development Office and Strategic Planning Unit will review and vet the draft agreement.

19. CONTRACT AGREEMENT

Contract agreement would be signed between the selected consultancy firm and the procuring agency (Police Department).



PROCEDURE FOR HIRING OF CONSULTANCY - RESIDENT SUPERVISION





SECTION - VI

POLICE DEVELOPMENT MANAGEMENT SYSTEM (PDMS)

Strategic Planning Unit of Development Branch has rolled out Police Development Management System (PDMS) with the aim to strengthen Development Branch through improved schemes monitoring. The system can be accessed from the web browser using the URL: <http://stpu.servehttp.com/>

Objective of PDMS is to provide an integrated solution for managing the development portfolio proactively by enabling enhanced reporting, analysis and visualization. Districts and units are given access to the system by user accounts/password and are bound to provide the monthly status of schemes of their relevant areas. The system also enlists the assets of respective districts and units. PDMS provides the concerned authorities access to the reports of the schemes and the assets of Punjab Police.

Following are the features of the PDMS:

1. SCHEME MANAGEMENT

- i. Addition of schemes
- ii. Each year allocation, release and expense data
- iii. Logging of the progress of schemes
- iv. Revision of AA with revised scope of work
- v. Re-appropriation of funds from one scheme to another
- vi. Attachments of related files/documents/letters with schemes

2. ASSET MANAGEMENT

- i. Enlisting of assets in relevant districts and units
- ii. Reporting the condition of assets

3. REPORTS

- i. Summarized grouped view of data by categories
- ii. Summarized grouped view of data by districts
- iii. Ability to download MPR (Monthly Progress Report) in CSV (Comma Separated Values) format



4. UPDATES FROM DISTRICTS

- i. Updating of physical progress of schemes by districts/units
- ii. Updating of financial progress of schemes by districts/units
- iii. Ability to request for new schemes with Rough Cost Estimates, for current financial year by district/unit
- iv. Updating the Assets in the system, describing their conditions

5. OTHERS

- i. The system can have role based access for each user allowing or restricting access of the system based on roles and/or department
- ii. Database level auditing of the system

In addition to this an Android based app will be setup for the site users in the districts and units to be able to add pictures and progress of the schemes from mobile phones.

PROCESS FLOW OF PDMS

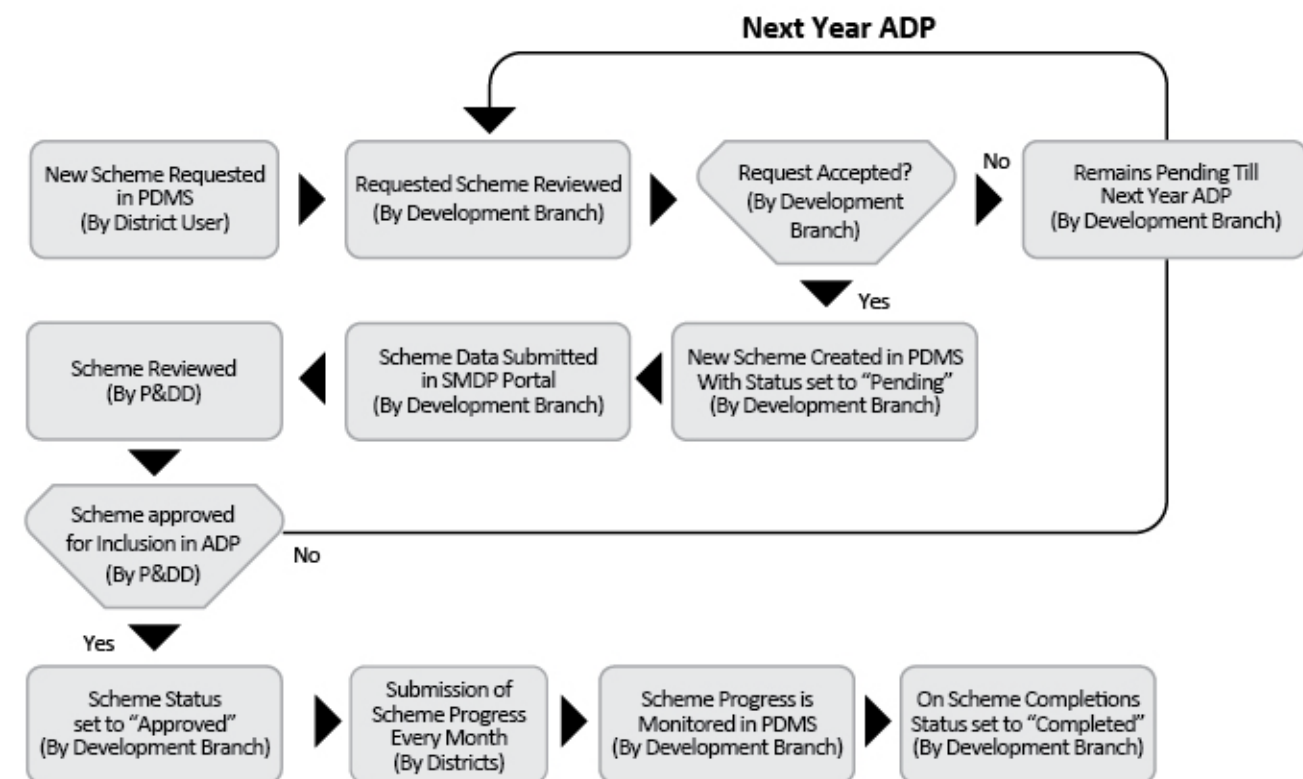


Illustration 1: PDMS Flow Diagram



SCREENSHOTS OF PDMS

LOG-IN

System can be accessed by visiting URL: <http://stpu.servehttp.com/>. On the first visit, the system will ask for the user-name and password. All districts and units have been provided user-names and passwords to access the system. They can view the schemes in their respective areas, and update physical and financial progress of the schemes.

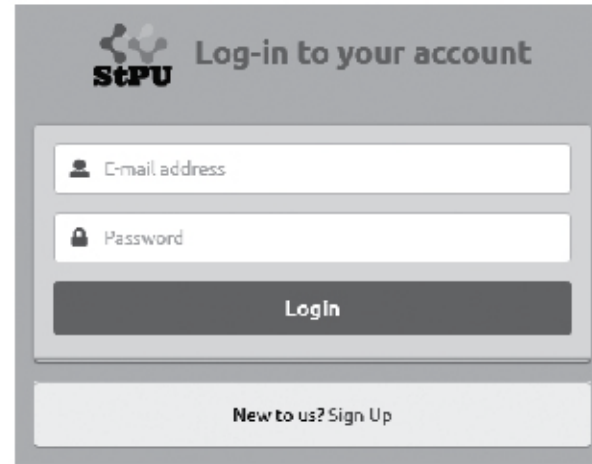


Illustration 2: Log-in Window

HOME PAGE

Successful login leads to the home window where the users from districts and units have the options to:

1. View On-Going Schemes of the current year ADP
2. Request for new scheme for their district

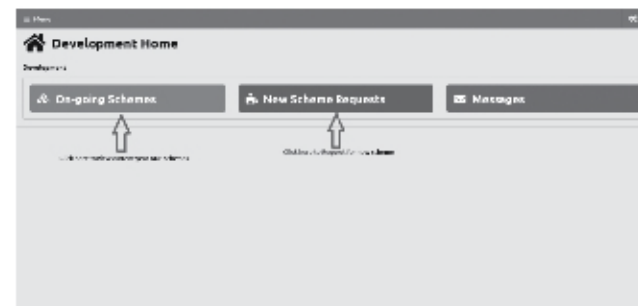


Illustration 3: Home Window

VIEW ON-GOING SCHEME

Users from districts and units can view the listing and details of the schemes by clicking "On-Going Schemes" button at the home window (Illustration 3). Clicking the name of the scheme opens the details of the respective scheme.

ID #	Name	Type	A.D.	Allocation	Tech. Util.	Cur FY Util.	Release	District	Category
1001	Construction of Carriage way...	On-Going	2013-14	3,00,000	100.00%	142.23 N	6,746 N	Sheikhpura	Centre Unit
1002	Construction of PS Factory Ar...	On-Going	2013-14	4,55,000	35.83%	23.26 N	24,476 N	Sheikhpura	Police Station
1003	Construction of Refractory...	On-Going	2013-14	1,54,770	77.75%	4,544,613 N	18,245 N	Sheikhpura	Coaster Toxical Disposal
1004	Construction of Paved Road...	On-Going	2013-14	60,00,000	52.37%	98,02 N	28,907 N	Sheikhpura	Office
1005	Construction of B&D Office at...	On-Going	2013-14	30,00,000	81.33%	144,27 N	75,000 N	Sheikhpura	Office
1006	Construction of PS (City Searc...	On-Going	2013-14	2,11,100	89.88%	248,19 N	9,879 N	Narhari Bank	Police Station
1007	Construction of PS (Sub Searc...	On-Going	2013-14	4,32,210	95.23%	17,20 N	11,182 N	Narhari Bank	Police Station
1008	Construction of PS (City Searc...	On-Going	2013-14	25,00,000	54.17%	99,27 N	25,000 N	Narhari Bank	Police Station
1009	Construction of PS (Sub Searc...	On-Going	2013-14	34,00,000	95.41%	74,80 N	24,826 N	Rampur	Police Station

Illustration 4: On-Going Scheme Listing Window



SCHEME DETAIL

Scheme detail window shows detailed information of the respective scheme. This includes administrative approval amount, technical sanction cost, work order cost, year allocation data, supplementary cost, release data and more.

SCHEME PROGRESS

Users from Districts and Units are bound to enter the physical and financial progress of each scheme in their area on monthly basis. Following are the illustrations of scheme progress window.

In the scheme progress window district and unit users can enter the following information:

1. Month
2. Capital Utilization Amount
3. Revenue Utilization Amount
4. Comments and Justifications of the Utilizations
5. Supporting Pictures, Letters and Documents



Illustration 5: Scheme Progress



ANNEXURES

ANNEXURE-A

CHECKLIST FOR INITIAL SCRUTINY OF PC-I/PC-II, P&DD, LAHORE

Sr.#	Name of Content	Yes	No	Paging
1.	Signature of the Administrative Secretary			
2.	Signature of the Chief Engineer for RCE (Rough Cost Estimation)			
3.	Location Map			
4.	Ten (10) hard copies of the PC-I/PC-II			
5.	Soft copy of the PC-I/PC-II			
6.	Proper Paging			
7.	Legible/binding copies			
8.	Implementation Schedule (Gantt Chart or Line Chart/Bar Chart) (i) Procurement Plan (ii) HR Management Plan (iii) Implementation Plan (iv) M&E (Monitoring & Evaluation) Plan (v) Risk Mitigation Plan			
9.	Year Wise Financial Phasing			
10.	Year Wise Physical Phasing			
11.	Environmental Impact Assessment			
12.	Economic Analysis/Financial Analysis			

1.	PREPARED BY	Concerned SP/DPO/CPO – District/Unit
2.	CHECKED AND FORWARDED BY	Concerned RPO/CCPO/Head of Unit
3.	APPROVED BY	Inspector General of Police, Punjab Lahore



ANNEXURE-B

STEP-I- APPROVAL OF SCHEMES AND ISSUANCE OF FUNDS

Please mark tick on completed step(s)

1. Preparation of Rough Cost Estimate by Building Dept.
2. PC-I Received from District/Unit
3. Inclusion of Scheme in ADP
4. Scrutiny of Schemes at Departmental level
5. Approval of Scheme from P&DD
6. Recommended by DDSC
7. AA issued from Police Department & forwarded to P&DD
8. Allocation of Funds by P&DD to Finance Department
9. Release of Funds by Finance Department



ANNEXURE-C

STEP-II- TENDERING PROCESS FOR ISSUANCE OF WORK ORDER TO CONTRACTOR

Please mark tick on completed step(s)

1. Preparation of detailed estimate
2. Technical Sanction of detailed estimate
3. Approval of estimate from Concerned Chief Engineer for Tendering
4. Preparation of bidding document
5. Advertisement
6. Opening of Bids
7. Evaluation of Bids
8. Approval of lowest evaluated bid
9. Issuance of Work Order
10. Signing of Contract Agreement
11. Handing over site to Contractor



ANNEXURE-D

STEP-III- TENDERING PROCESS FOR HIRING OF CONSULTANT FOR SUPERVISION OF SCHEMES HAVING COST MORE THAN 200M

Please mark tick on completed step(s)

1. TORs prepared by relevant District/Unit
2. TORs received by Development Branch
3. TORs vetted and forwarded to P&DD for approval
4. TORs approved by P&DD
5. Approved TORs forwarded to relevant District/unit
6. Preparation of RFP by relevant District/Unit
7. RFP Received by Development Branch
8. Approval of RFP by CSC and issuance to Pre-qualified firms
9. Opening of BIDs
10. Evaluation of BIDs
11. Approval of Evaluated bids from CSC
12. Preparation and submission of Draft Agreement
13. Signing of Contract Agreement.



ANNEXURE-E

STEP-IV-MONITORING CRITERIA AND PROFORMA

Monitoring Officer Name: _____

Visit Date: _____

Sr.#	Details	Description		
1.	Name of the Project			
2.	Location			
3.	Scheme No.			
4.	Executing Agency Details	XEN:..... Name SDO :..... Sub Engr:.....		
5.	Completion Date	DD MM YEAR		
6.	Visits at this site (Nos.)			
7.	Administrative Approval			
8.	Contractor Details:	Rep. Name : Designation: Name: Contact #:		
9.	Consultant/TPV Details (If any)	Rep. Name:..... Designation:..... Name: Contact #:.....		
10.	Funds Allocated for Current Year			
11.	Up to Date Total Funds Utilization			
12.	Current Year Utilization			
13.	Presence of Representative of Executing Agency/Contractor/Consultant at Site	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO			



ANNEXURE-E

Sr.#	Details	Description								
14.	Physical Status of the Project (Progress)									
15.	Overall Quality of Material & Construction	<table border="1"> <tr> <td>EXCELLENT</td> <td>GOOD</td> <td>AVERAGE</td> <td>BELOW AVERAGE</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE				
EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE							
16.	Mandatory Provision in the building	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO						
YES	NO									
17.	Environmental Violation (If any)	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> If Yes, Details of Violations:	YES	NO						
YES	NO									
18.	Utility Connections (Water Supply, Sewerage, Electricity, Sui Gas etc) Status									
19.	Percentage Physical Completion of Project									
20.	Percentage Funds Utilization of Project									
21.	Mandatory Test Conducted at site from Approved Laboratory									
22.	Road/Path required	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> If required, any provision in the estimate.	YES	NO						
YES	NO									
23.	Any alteration at site as compared to approved drawings/design									



ANNEXURE-F

CHECKLIST FOR ASSESSMENT OF PROGRESS & QUALITY OF SCHEMES

Current Stage of Building

Stage I Stage II Stage III Stage IV

▶ Take at least 10 pictures at each stage

Sr.#	Description	Yes/No
1.	Initial Phase Checks (Stage I)	
a.	Site clearance & ground leveling	
b.	Footings as per drawings	
c.	Essential test conducted	
d.	Provision of Damp Proof Course as per specification	
e.	Proper curing of foundation	
f.	Termite Proofing	
2.	Super Structure Phase Checks (Stage II)	
a.	Quality Bricks and Compressive strength test on brick	
b.	Wall constructed as per design	
c.	Door frames installed as per design	
d.	Proper curing of brick masonry	
e.	Cement sand ratio in plastering as per specification	
f.	Concrete Tests, Compressive Strength and slump test conducted	
g.	Tensile strength of steel conducted	
h.	Steel reinforcement as per drawings	
i.	Slab thickness and steel as per drawings	
j.	Proper curing of brick and concrete structures	
k.	Water supply and sewerage quality as per BOQ	
l.	Proper joints of water supply systems	
m.	All the divisions in the building as per drawings	
3.	Finishing Phase Checks (Stage III)	
a.	Provision of tiles and marble as per specification	
b.	Paint work and coating as per specification	
c.	Windows and glass quality as per specification	
d.	Electric wiring and connections as per requirement	
e.	Leakage pressure check	
f.	Washroom accessories as per requirement	
g.	Satisfactory Generator Installation and wiring (if required)	



ANNEXURE-F

Sr.#	Description	Yes/No
h.	Stair railing and wooden work as per specification	
i.	Proper sewerage system provided	
j.	Plantation at site	
k.	Electric supply properly installed	
l.	Main gas connection installed	
m.	Generator properly installed	
4.	Checks Before Taking Over Buildings (Stage IV)	
a.	Any cracks in the wall or slabs	
b.	All the doors, cabinets, locks and windows opening well	
c.	All fans, lights, AC and other appliances working well	
d.	Any leakage or dampness in the building	
e.	Any settlement of wall or floor of the building	
f.	All washroom accessories in working condition	
g.	Drainage system and adequate water supply pressure	
h.	Overall satisfactory cleanliness of the Building	

Details of short-comings found during site inspection

1. _____
2. _____
3. _____
4. _____
5. _____



ANNEXURE-G

MANDATORY CHECKLIST

Sr.#	Description	Yes/No
1	Boundary wall construction around the building as per drawings	
2	Throughout installation of razor wire over the boundary wall without any gap, specifications and installation as per BOQ & drawings	
3	Proper sewerage and rain water drainage system in the building	
4	Separate washroom facility for females	
5	Wash room facility for male and female disables	
6	Provision of Front Desk Facility in case of Police Stations	
7	Provision of ramp for disables	
8	Proper ventilation for washrooms	
9	Provision of generator pad in case if generator is to be installed	
10	Proper development of green area in the building	
11	Proper parking facility and others	

ANNEXURE-H

1. OBSERVATIONS & COMMENTS OF MONITORING STAFF

2. IMPORTANT INSTRUCTIONS TO CONTRACTOR/CONSULTANT/EXECUTION AGENCY

3. COMPLETION REPORT OF SCHEME

Attach (if any)

4. COMMENTS OF RELEVANT DISTRICT/UNIT HEAD



ANNEXURE-I

DEPARTMENT SCRUTINY COMMITTEE

GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT DEPARTMENT

Dated Lahore the 1st February, 2016

NOTIFICATION

No.35(231)PO(Coord)P&D/2016. In supersession of earlier Notification No.1(12)RO(ADP-I)/P&D/2001 dated 14-05-2002, the competent authority has been pleased to re-constitute following Departmental Scrutiny Committee for provision of funds to un-funded schemes falling under the purview of Provincial Government:

- | | |
|---|----------|
| i. Administrative Secretary of the Department | Chairman |
| ii. Chief Engineer concerned / D.G. / Head of Attached Department | Member |
| iii. Representative of P&D and Finance Department
(not below the rank of Chief of Section and Deputy Secretary respectively) | Member |
| iv. Representative of Executing Agency
(not below the rank of Deputy Secretary) | Member |

2. The terms of reference of the Department Scrutiny Committee would be as under:

- (i) Departmental Scrutiny Committee will scrutinize the demand for funds of unfunded schemes and will approve its funding plan to complete the scheme / clearance of liabilities etc.
- (ii) After approval, the Departmental committee will forward the case to P&D Department for funding alongwith intra-sectoral re-appropriation proposal.

(IFTIKHAR ALI SAHOO, PAS)
SECRETARY, P&DD

NO. & DATE EVEN:

A copy is forwarded for information and necessary action:

1. Sr. Member Board of Revenue, Punjab, Lahore.
2. Registrar, Lahore High Court, Lahore.
3. All Administrative Secretaries in Punjab.
4. Chief Engineers Buildings, North & South Zones, Lahore.
5. Chief Engineer Highways, North & South Zones, Lahore.
6. Chief Engineers PHED, North & South Zones, Lahore.

ASSISTANT CHIEF (COORD-II)

CC

1. All Members / J.C.E. / All Senior Sector Chiefs in P&DD.
2. BSO to the Chairman, P&D Board.



ANNEXURE-J

FRAMEWORK FOR FEASIBILITY STUDIES, DESIGN REVIEW, RESIDENT SUPERVISION, TPV AND OWNER'S ENGINEER

No.4(24)PO(CONS) P&D/97-Vol-III
Government of the Punjab
Planning & Development Department

Dated Lahore the 27th July, 2017

To,

1. Senior Member, Board of Revenue, Lahore.
2. All Administrative Secretaries to Govt. of the Punjab, Lahore.
3. Registrar, Lahore High Court, Lahore.
4. All Heads of Autonomous Bodies in the Punjab.
5. All Heads of Attached Departments in the Punjab.
6. All Vice Chancellors of Universities in the Punjab.
7. All Commissioners in the Punjab.
8. All Deputy Commissioners in the Punjab.

Subject: **FRAMEWORK FOR FEASIBILITY STUDIES, DESIGN REVIEW, RESIDENT SUPERVISION, TPV AND OWNER'S ENGINEER**

In supersession of this department's letters NO. 4(24) R.O (Cons) P&D/97-Vol-III dated 15-09-2008 & 05-11-2011 regarding mandatory supervision / Third Party Validation (TPV) of projects, I am directed to inform that threshold amounts have been revised and some important stages of the projects life cycle have also been added in the form of a comprehensive framework.

2. In order to ensure quality of works and optimal use of resources it has now been decided to make it mandatory to engage services of consultants for Feasibility Studies, Design Review, Resident Supervision, TPV and Owner's Engineer as per threshold cost levels of the projects in the respective category indicated below:

A. FRAMEWORK FOR ENGAGING CONSULTANTS FOR FEASIBILITY STUDIES:

Sr.No.	Sector	Cost (Rs. in Million)
1	Water Supply and Sanitation	500 and above
2	Bridges	1000 and above
3	Roads	2000 and above
4	Buildings	500 and above



ANNEXURE-J

5	Irrigation	Dams	500 and above
		Other Irrigation Projects	1000 and above
6	Energy (Power Plant, Hydro Power, Solar, Wind, Thermal Projects & Bio Mass)		1000 and above
7	Information Technology (IT)		500 and above
8	Education, Literacy, Social Welfare & Production etc. (Projects without Civil Work Component)		500 and above

B. FRAMEWORK FOR REVIEW OF ENGINEERING / SYSTEM DESIGN:

Sr. No.	Sector	Cost (Rs. in Million)	
1	Water Supply and Sanitation	500 and above	
2	Bridges	1000 and above	
3	Roads	2000 and above	
4	Buildings	500 and above	
5	Irrigation	Dams	500 and above
		Other Irrigation Projects	1000 and above
6	Energy (Power Plant, Hydro Power, Solar, Wind, Thermal Projects & Bio Mass)		500 and above
7	Information Technology (IT)		400 and above

C. FRAMEWORK FOR RESIDENT SUPERVISION OF PROJECTS:

Sr. No.	Sector	Cost (Rs. in Million)
1	Water Supply and Sanitation	200 and above
2	Bridges	1000 and above
3	Roads	500 and above
4	Buildings	200 and above



ANNEXURE-K

DESIGN OF POLICE STATIONS

MODEL POLICE STATION

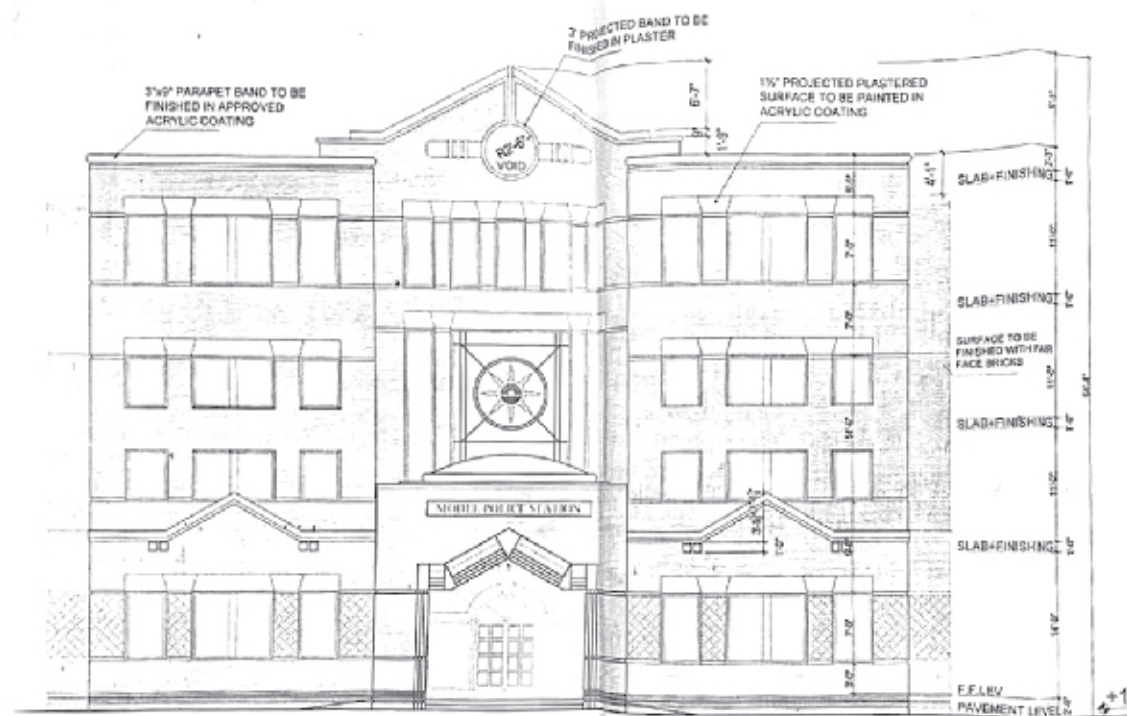
i) BIG CITY POLICE STATION	Basement+Ground+3 Floors (Average Cost- Rs. 110-120 million)
ii) URBAN MODEL POLICE STATION	Ground+3 Floors (Average Cost- Rs. 60-70 million)
iii) RURAL MODEL POLICE STATION	Ground+1st Floor (Average Cost- Rs. 40-45 million)

AVERAGE COMPLETION PERIODS OF POLICE STATION

Average completion periods of police station is 03 Years.

CRITICAL FACTOR FOR CONSTRUCTION OF POLICE STATION

- ▶ Rented Land
- ▶ Other Building
- ▶ Own Land



FRONT ELEVATION
Big City and Urban Police Stations

Design of Police Stations



NOTES
ALL NECESSARY APPROVALS SHOULD BE OBTAINED FROM THE DESIGNATED AUTHORITIES BEFORE COMMENCEMENT OF WORK AT SITE.
THE SITE DIMENSIONS AND PROFILE AS SHOWN ON THE SITE PLAN SHALL BE THE BASIS FOR THE DESIGN AND CONSTRUCTION OF THE POLICE STATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY APPROVALS AND PERMITS FROM THE RELEVANT AUTHORITIES PRIOR TO START OF CONSTRUCTION.
THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY APPROVALS AND PERMITS FROM THE RELEVANT AUTHORITIES PRIOR TO START OF CONSTRUCTION.

REVISIONS

NO.	DATE	DESCRIPTION
1	20/01/18	ISSUED FOR APPROVAL
2	27/01/18	ISSUED FOR APPROVAL
3	03/02/18	ISSUED FOR APPROVAL
4	07/02/18	ISSUED FOR APPROVAL
5	14/02/18	ISSUED FOR APPROVAL
6	21/02/18	ISSUED FOR APPROVAL
7	28/02/18	ISSUED FOR APPROVAL

STANDARD DESIGN FOR RURAL MODEL POLICE STATION

FRONT ELEVATION (ARCHITECTURAL DRAWING)

SCALE: 1/8" = 1'-0"

DATE: 20/01/18

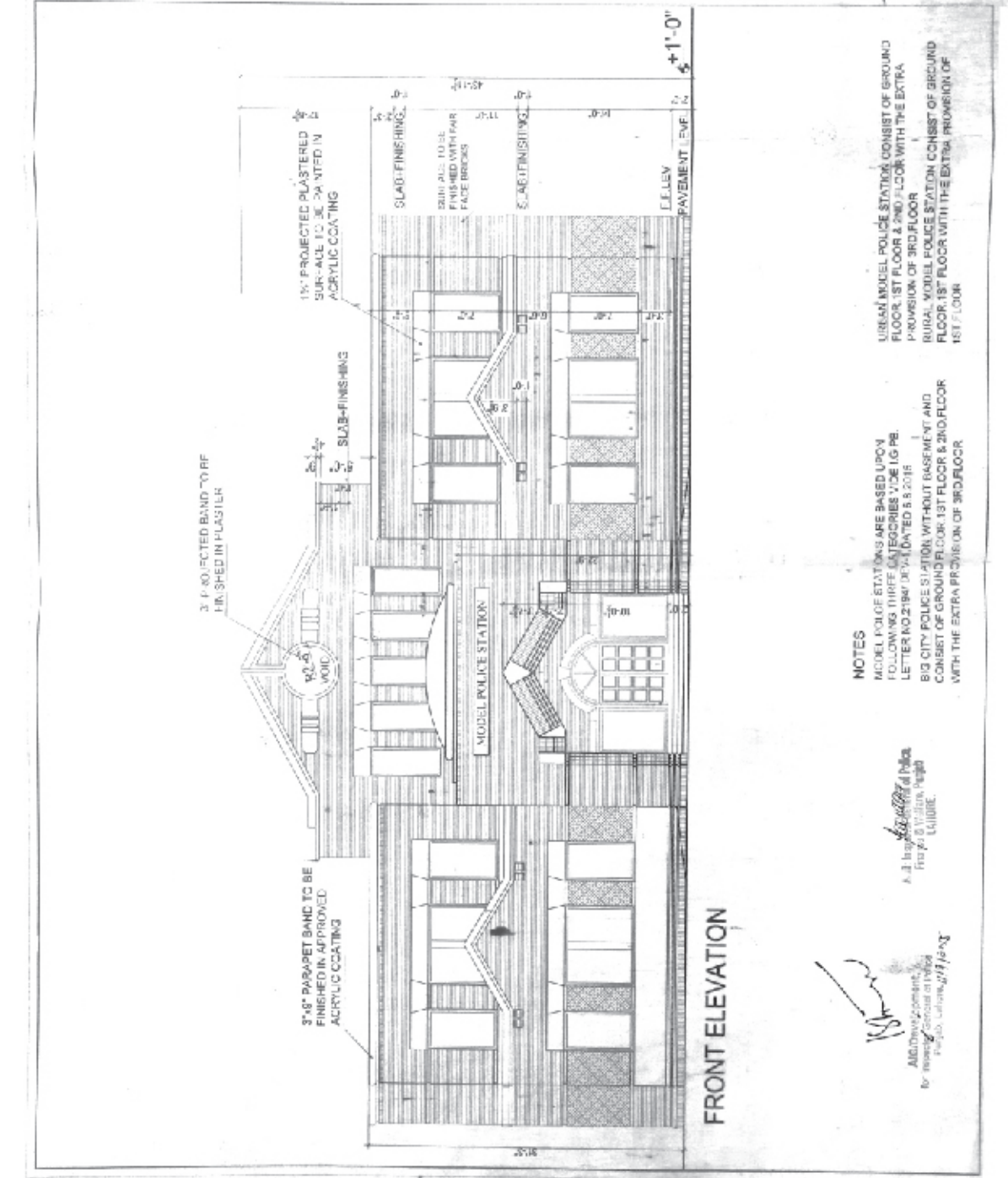
PROJECT NO: 18/01/001

DESIGNER: ARCHITECT

CHECKED BY: ARCHITECT

APPROVED BY: ARCHITECT

OFFICE OF THE ARCHITECT, GOVT. OF THE PUNJAB, LAHORE.



FRONT ELEVATION
Rural Police Stations



Big City Model Police Station

FRONT ELEVATION

NOTES
ALL NECESSARY NOTIFICATIONS MAY BE OBTAINED FROM THE CONCERNED PROJECT OFFICE.
THE SITE DIMENSIONS AND PROFILE AS SHOWN ON THE LAYOUT PLAN MUST BE VERIFIED ON GROUND PRIOR TO COMMENCEMENT OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY NOTIFICATIONS AND APPROVALS FROM THE CONCERNED AUTHORITIES PRIOR TO COMMENCEMENT OF CONSTRUCTION.

REVISIONS

NO.	DESCRIPTION	DATE
1	FRONT ELEVATION (INCLUDING DRAWING)	17.09.16

PROJECT
STANDARD DESIGN FOR BIG CITY MODEL POLICE STATION

TITLE
FRONT ELEVATION (INCLUDING DRAWING)

SCALE
AS SHOWN

DATE
17.09.16

DESIGNED BY
S. H. KHAN

CHECKED BY
S. H. KHAN

APPROVED BY
S. H. KHAN

PROJECT OFFICE
BIG CITY MODEL POLICE STATION

ARCHITECTURE
BIG CITY MODEL POLICE STATION

ENGINEERING
BIG CITY MODEL POLICE STATION

MECHANICAL
BIG CITY MODEL POLICE STATION

ELECTRICAL
BIG CITY MODEL POLICE STATION

PAVING
BIG CITY MODEL POLICE STATION

PLUMBING
BIG CITY MODEL POLICE STATION

MECHANICAL AND PLUMBING SERVICES TO BE PROVIDED IN CONNECTION WITH THE START OF CONSTRUCTION.

FRONT ELEVATION

NOTES
MODEL POLICE STATIONS ARE BASED UPON FOLLOWING THREE CATEGORIES VICE LO FD. 1. LATER H22 (MPS)-1 DATED BY 2011. 2. BIG CITY POLICE STATION WITH BASEMENT AND CONSIST OF GROUND FLOOR, 1ST FLOOR & 2ND FLOOR. 3. 2ND FLOOR.

FRONT ELEVATION

NOTES
URBAN MODEL POLICE STATION CONSIST OF GROUND FLOOR, 1ST FLOOR & 2ND FLOOR AS PER PLAN. RURAL MODEL POLICE STATION CONSIST OF GROUND FLOOR, 1ST FLOOR.

FRONT ELEVATION

NOTES
MODEL POLICE STATIONS ARE BASED UPON FOLLOWING THREE CATEGORIES VICE LO FD. 1. LATER H22 (MPS)-1 DATED BY 2011. 2. BIG CITY POLICE STATION WITH BASEMENT AND CONSIST OF GROUND FLOOR, 1ST FLOOR & 2ND FLOOR. 3. 2ND FLOOR.

FRONT ELEVATION

NOTES
MODEL POLICE STATIONS ARE BASED UPON FOLLOWING THREE CATEGORIES VICE LO FD. 1. LATER H22 (MPS)-1 DATED BY 2011. 2. BIG CITY POLICE STATION WITH BASEMENT AND CONSIST OF GROUND FLOOR, 1ST FLOOR & 2ND FLOOR. 3. 2ND FLOOR.



BASEMENT PLAN

NOTES
ALL NECESSARY NOTIFICATIONS MUST BE OBTAINED FROM THE CONCERNED PROJECT OFFICE.
THE SITE DIMENSIONS AND PROFILE AS SHOWN ON THE LAYOUT PLAN MUST BE VERIFIED ON GROUND PRIOR TO COMMENCEMENT OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY NOTIFICATIONS AND APPROVALS FROM THE CONCERNED AUTHORITIES PRIOR TO COMMENCEMENT OF CONSTRUCTION.

PROJECT
STANDARD DESIGN FOR BIG CITY MODEL POLICE STATION

TITLE
BASEMENT PLAN (INCLUDING DRAWING)

SCALE
AS SHOWN

DATE
17.09.16

DESIGNED BY
S. H. KHAN

CHECKED BY
S. H. KHAN

APPROVED BY
S. H. KHAN

PROJECT OFFICE
BIG CITY MODEL POLICE STATION

ARCHITECTURE
BIG CITY MODEL POLICE STATION

ENGINEERING
BIG CITY MODEL POLICE STATION

MECHANICAL
BIG CITY MODEL POLICE STATION

ELECTRICAL
BIG CITY MODEL POLICE STATION

PAVING
BIG CITY MODEL POLICE STATION

PLUMBING
BIG CITY MODEL POLICE STATION

MECHANICAL AND PLUMBING SERVICES TO BE PROVIDED IN CONNECTION WITH THE START OF CONSTRUCTION.

BASEMENT PLAN

NOTES
MODEL POLICE STATIONS ARE BASED UPON FOLLOWING THREE CATEGORIES VICE LO FD. 1. LATER H22 (MPS)-1 DATED BY 2011. 2. BIG CITY POLICE STATION WITH BASEMENT AND CONSIST OF GROUND FLOOR, 1ST FLOOR & 2ND FLOOR. 3. 2ND FLOOR.

BASEMENT PLAN

NOTES
URBAN MODEL POLICE STATION CONSIST OF GROUND FLOOR, 1ST FLOOR & 2ND FLOOR AS PER PLAN. RURAL MODEL POLICE STATION CONSIST OF GROUND FLOOR, 1ST FLOOR.

BASEMENT PLAN

NOTES
MODEL POLICE STATIONS ARE BASED UPON FOLLOWING THREE CATEGORIES VICE LO FD. 1. LATER H22 (MPS)-1 DATED BY 2011. 2. BIG CITY POLICE STATION WITH BASEMENT AND CONSIST OF GROUND FLOOR, 1ST FLOOR & 2ND FLOOR. 3. 2ND FLOOR.

BASEMENT PLAN

NOTES
MODEL POLICE STATIONS ARE BASED UPON FOLLOWING THREE CATEGORIES VICE LO FD. 1. LATER H22 (MPS)-1 DATED BY 2011. 2. BIG CITY POLICE STATION WITH BASEMENT AND CONSIST OF GROUND FLOOR, 1ST FLOOR & 2ND FLOOR. 3. 2ND FLOOR.



GROUND FLOOR PLAN

NOTES
ALL NECESSARY APPROVALS MUST BE OBTAINED FROM THE CONCERNED AGENCIES BEFORE THE COMMENCEMENT OF THE PROJECT.
THE SITE DIMENSIONS AND PLANS AS SHOWN ON THIS DRAWING ARE TO BE VERIFIED ON GROUND PRIOR TO THE COMMENCEMENT OF WORK. ANY DISCREPANCY SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
THE ARCHITECT SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE POLICE STATION.
THE ARCHITECT SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE POLICE STATION.
THE ARCHITECT SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE POLICE STATION.

SCHEDULE OF AREA

NO.	DESCRIPTION	AREA (SQ. FT.)
1	REAR OFFICE	100
2	REAR OFFICE	100
3	REAR OFFICE	100
4	REAR OFFICE	100
5	REAR OFFICE	100
6	REAR OFFICE	100
7	REAR OFFICE	100
8	REAR OFFICE	100
9	REAR OFFICE	100
10	REAR OFFICE	100
11	REAR OFFICE	100
12	REAR OFFICE	100
13	REAR OFFICE	100
14	REAR OFFICE	100
15	REAR OFFICE	100
16	REAR OFFICE	100
17	REAR OFFICE	100
18	REAR OFFICE	100
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29	REAR OFFICE	100
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31	REAR OFFICE	100
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33	REAR OFFICE	100
34	REAR OFFICE	100
35	REAR OFFICE	100
36	REAR OFFICE	100
37	REAR OFFICE	100
38	REAR OFFICE	100
39	REAR OFFICE	100
40	REAR OFFICE	100
41	REAR OFFICE	100
42	REAR OFFICE	100
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46	REAR OFFICE	100
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92	REAR OFFICE	100
93	REAR OFFICE	100
94	REAR OFFICE	100
95	REAR OFFICE	100
96	REAR OFFICE	100
97	REAR OFFICE	100
98	REAR OFFICE	100
99	REAR OFFICE	100
100	REAR OFFICE	100

GROUND FLOOR PLAN

NOTES
MODEL POLICE STATIONS ARE BASED UPON PUNJAB POLICE STATION DESIGN (P.P.S.D.) LETTER NO. 289/DEV-1/DATEC-18-8-19. MODEL POLICE STATION WITH BASEMENT AND CONCRETE OF GROUND FLOOR IS IN 100% 2ND FLOOR. URBAN MODEL POLICE STATION CONSIST OF GROUND FLOOR 1ST FLOOR & 2ND FLOOR & 3RD FLOOR. RURAL MODEL POLICE STATION CONSIST OF GROUND FLOOR 1ST FLOOR.



FIRST FLOOR

NOTES
MODEL POLICE STATIONS ARE BASED UPON PUNJAB POLICE STATION DESIGN (P.P.S.D.) LETTER NO. 289/DEV-1/DATEC-18-8-19. MODEL POLICE STATION WITH BASEMENT AND CONCRETE OF GROUND FLOOR IS IN 100% 2ND FLOOR. URBAN MODEL POLICE STATION CONSIST OF GROUND FLOOR 1ST FLOOR & 2ND FLOOR & 3RD FLOOR. RURAL MODEL POLICE STATION CONSIST OF GROUND FLOOR 1ST FLOOR.

FIRST FLOOR PLAN

Note:
2nd and 3rd floor have same architectural design as per first floor design.

