

Indian Institute of Technology Kanpur
Office of Infrastructure & Planning

DOIP/IITK/2022/OO-22-09-01

Date: 22/09/2022

Office Order

Subject: Formation of Execution Committee and Staff Reassignment for faster completion of Faculty Building Annexe and Hall 15

In order to speed-up the process and better management of execution and completion of the following the two ongoing construction projects (Faculty Building Annexe and Hall 15), the Competent Authority has approved the following arrangements:

Execution Review Committee

1. Dean, Infrastructure and Planning (Chairman)
2. Superintending Engineer, IWD (Member)
3. Er. R. K. Verma (Member)
4. Er. V. P. Singh (Member)
5. Er. V. K. Tiwari (Member)
6. OIC, DOIP (Member Secretary)

The execution review committee will review the progress and discuss with the contractor and IWD Execution team for finalization of all decisions. The committee will meet at least twice a week (or on a daily basis when required). In addition, the Execution team will ensure the following for the speedy completion of the projects

- All GFC drawings/ specifications/communications/ any other documents for construction issued by Architect must be vetted by committee before the same is issued to contractor.
- All decisions which are supposed to be taken by the Engineer in Charge/Superintending Engineer /Client Representative /Institute representative as detailed in contract must be discussed with the committee before approval is given for Contractor's compliance.

- All communications of contractor must be discussed in Committee and response of EIC must be as per the committee decision.
- All negotiations/ discussions with contractor for finalizing the specifications /quantities/ rates for the changes in contract, escalation and stage payment must be done in presence of the committee based on the submitted documents by contractor before the signed copy in institute formats are send by the EIC for approval of DOIP/DD/D and the bills are forwarded to account section as per Institute procedure.

Execution team for Construction of Faculty Building Annexe project

Sl. No	Nature of Work	Staff In Charge
1	Civil	Er. Abhijeet
2	Electrical	Er. Rajesh Kumar
3	Air Conditioning	Er. Pritam Kumar Bairwa

Execution team for Construction of Hall 15 project

Sl. No	Nature of Work	Staff In Charge
1	Civil	Er. Vivek Srivastava & Er. Virendra Singh
2	Electrical	Er. Piyush Agnihotri & Er. R. K. Saxena

The two execution teams will make periodic reports to the Execution Review Committee. This is for the necessary information to all concerned and this Office Order is applicable with immediate effect



Dean, Infrastructure and Planning

Copy to:

1. Director
2. Dy. Director
3. SE, IWD
4. All Executive Engineers
5. For circulation through IWD Engineers List