



भारत सरकार
उत्तर-पूर्वी क्षेत्र विकास मंत्रालय
उत्तर-पूर्वी परिषद सचिवालय
नोग्रिम हिल्स, शिलांग-793003

Government of India
Ministry of Development of NE Region
North Eastern Council Secretariat
Nongrim Hills, Shillong-793003
Website : <http://necouncil.gov.in>

Subject: - SOP- Check List for Submission of Detail Project Reports (DPRs) and Revised DPRs for scrutiny by T & C.

With reference to the subject mentioned above, it is to state that the DPRs of all sectors in NEC which has civil components are being sent to T& C Sector for Technical scrutiny.

On scrutiny of the DPRs in past it is found that there are various common short comings in the DPRs for which T & C sector returned these DPRs for resubmission after complying with the observations. Time is of an essence. Therefore, to save time, a check list has been prepared for sectors to go through before submission of the DPRs to T&C sector.

Further Planning Section, NEC may like to forward the same to the state Governments/Implementing agencies to enable them to follow the check list before submission of DPRs to NEC. This will save time in scrutiny/vetting of DPR by T&C sector which has limitation of manpower in view of its own heavy load of work in hand. The Check list is attached as per **Annexure-I**.

This is for your kind information and further necessary action please.

Enclo : As stated above.


(R.K. Polendro Sana)
Executive Engineer (Civil)

U.O No.NEC/T/S&V-DPR/2013/Vol-I

Dated 10th July, 2025

To

The Director (Planning), NEC, Shillong.

Copy to :-

- (i) P.A. to Secretary, NEC for kind information of Secretary, NEC
- (ii) Sr.P.S to Planning Adviser, NEC for kind information of Planning Adviser, NEC.
- (iii) P.A. to Financial Adviser, NEC for Kind information of Financial Adviser, NEC.
- (iii) P.A. to Economic Adviser, NEC for Kind information of Economic Adviser, NEC.
- (iv) I/c NIC-NEC Secretariat, Shillong for uploading in the NEC official website.


Dhaciny
10/07/25

SOP
CHECK LIST FOR SUBMISSION OF DPRs/REVISED DPRs TO
T&C SECTOR

Sl.No	Particulars	Yes	No	Initials	Page No.	Remarks
1	Brief Scope of Work of the proposal indicating the civil components of the project.					
2	Scaled Site Plan (Layout sketch of the project)					
	(a)Site Plan/Layout Plan of the site should clearly show all the proposed scope of works, viz. different buildings and other utilities etc. It should also indicate the Contours of the Plot and its surrounding.					
	(b)Plan should be on A3 size or bigger.					
3	Land availability certificate enclosed					
4	Land available free of all encumbrances					
5	Architectural Drawings of all the civil components.					
	(a)The Area calculation of different buildings for various floors should clearly be indicated on each floor plan.					
	(b)Drawings should be dimensioned and to scale and should be on A3 size or bigger.					
	(c)Layout of internal electrification and Water supply must be given.					
6	Design calculations enclosed with a structural consultants certificate					
7	Soil testing report to be enclosed					
8	Structural Drawings of all the civil components.					
	(a)Drawings should be dimensioned and to scale and should be on A3 size or bigger.					
9	Brief Specification of various items of the Buildings right from foundation up to roof level including the followings:					
	(a) Specification of Flooring for different areas of the building-Building wise and floor wise.					
	(b)Specification for Roof and Roof treatment works.					

	(c) Specification for Doors, window frames and its shutters					
	(d)Specification for Paints to door frames and shutters.					
	(e)Specifications for internal and external finishes					
	(f)Anti termite treatment.					
10	Estimate-For original DPR					
	(a)Can be either on a latest Plinth Area Rates as published by the respective State PWD/ CPWD.					
	(b)Plinth Area Rates publication of respective State Government/CPWD.					
	(c)Cost indices publication by respective state Govt. to bring the PA rates at PAR to prevalent market rates					
	(d)Can also be on item rate basis(BOQ)- To be supported with Breakdown details of the quantities (take out Quantities) taken in the BOQ					
	(e)In case of non-scheduled items taken in the estimate, then Rate analysis on the basis of market rates of those items must be submitted in support of those rates.					
11	Estimate-For Revised DPR					
	(a) Can only be on item rate basis (BOQ)					
	(b) Breakdown down details of the quantities (take out Quantities) taken in the BOQ.					
	(c) Revised DPR are generally submitted during the currency of the work or after the work is completed. Therefore, firm quantities as per site measurement/ finalized drawing are required.					
12	Structural Stability Certificate of all the buildings either from a reputed Engineering Colleges or from a Competent Engineer Authority of State Govt.					
13	Justification for necessity of Revised DPR/Revised Estimate.					
14	CPM/Bar chart for the Project enclosed					

15	GPS co-ordinates of the project site					
16	In case of residential/non-residential Buildings, specification should be followed as per latest National Building Code (NBC).					
17	Provision of Ramp in case of public buildings particularly in Hospitals, Schools, Colleges, Institutions etc. must be provided to ensure accessibility for persons with disabilities (PWDs) as directed by Supreme Court of India.					
18	Geo-tagged photographs of the proposed project site enclosed.					

(Seal and Signature of the concerned Authority)