

AIR FORCE & NAVAL OFFICERS CGHS LTD.

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AFNO/09

14th March 2023

TERMS OF REFERENCE SUB-COMMITTEE STRUCTURAL SAFETY

Introduction

1. A Special General Body Meeting (SGM) was called by the MC on 12th March with an Agenda to decide upon the Replacement / repairs to leaking pipelines installed in the shafts co-located with the flats. There are a total of 144 shafts in residential blocks. The house came to a unanimous decision that a sub-committee be formed with Air Cmde SB Parashar as presiding officer and the issue of repairs / replacement pipelines and strengthening of pillars and columns (emerging out of structural audit report of the society) be addressed in one go since the two issues impact the structural safety of the society. The house also decided to authorize Air Cmde SB Parashar to pick up his own team of members of Sub-committee.

Members of Sub Committee

2. As per the choice of team members submitted by the Presiding Officer the sub-committee is hereby formed as under:-

(a)	Air Cmde SB Parashar	(Flat No 183)	-	Presiding Officer.
(b)	Gp Capt YP Jindal	(Flat no.176)	-	Member
(c)	Gp Capt PV Singh	(Flat no.223)	-	Member
(d)	Gp Capt BS Daulta	(Flat no.227)	-	Member
(e)	Gp Capt UC Prasad	(Flat no.312)	-	Member
(f)	Sh. Ramesh Tomar	(Flat no.481)	-	Member
(g)	Air Cmde Deepak Chandra Pandey	(Flat no.523)-	-	Member
(h)	Flt Lt SS Yadav	(Flat no.667)	-	Member

Objective and Scope of Sub-Committee.

3. The sub-Committee is formed with the objective of :-

- (a) Studying the structural audit report of the society with special attention to the recommendations related to the damage to structures due to leaking pipes and ageing of buildings.
- (b) To carry out physical survey of all the buildings of the society and to identify:-
 - (i) The pipes that require replacement or repairs.
 - (ii) The shafts that require water proofing and cementing.
 - (iii) The pillars and columns that have been weakened and require strengthening / jacketing.



- (iv) Whether scaffolding is required to be procured or hired.
- (c) To formulate the scope of work and decide upon:-
 - (i) Specification of materials.
 - (ii) Sizes and dimensions for materials where applicable.
 - (iii) Brand names of standard materials.
 - (iv) Mix of sand and cement for plastering.
 - (v) Quantity of each material.
 - (vi) Size and materials of scaffoldings if recommended.
 - (vii) Requirement of specialist and casual labour for completing the project (Approximate man days).

(d) Formulation of Schedule of Requirements, Tendering and Financing of the Project. The sub-committee is to:-

- (i) Compile Request for proposal taking the scope of work in consideration) and put it in public domain for members comments and information through MC.
 - (ii) Float open or limited tenders (as deemed appropriate by sub-committee)
 - (iii) Compile comparative chart and determine the best value for money vendors for undertaking the different works.
 - (iv) Work out the total cost of the project.
 - (v) Advise MC to conduct SGM for the purpose of obtaining GB approval for the scope of work and financial approval of the project.
 - (vi) Advise the house on the methodology for meeting the cost of project.
- (e) Placing Supply / Work Order On shortlisted Vendors
- (f) Monitoring of the project is to be undertaken by the sub-committee ensuring that all requirements including timelines are followed by the contractors.
4. The sub-committee is to keep MC and the members informed about the progress of the project from time to time.
5. MC will provide all the required support to the sub-committee for timely completion of the project.
6. Payments to the contractors will be made by the MC on the recommendations of sub-committee.
7. The sub-committee will hand over the completed proceedings and related documents to MC on completion of project.



AVM SK SHARMA
President MC