

Engineer In charge EIC, SIC, GCC, WPM and site handover term in contract work

Generally, PSU/State govt/central Govt may called authority; prepare a manual so called **work procedure manual (WPM)** it is as like of SOP; that is used for invitation for tender, technical selection, financial selection and finally award of contract to lowest bidder. The company appoints one noddle officer for start of the work, progress follow up, measurement, payment of job done, issue of completion certificate and finally closure of the contract.



GCC is termed as **general condition of contract**. This is also as like of SOP where authority clarifies that what will be general term and condition for the execution of contract. In GCC It is defined like working hour, statutory compliance, safety norm, OHC norms, force majeure, charges for water, electricity, charges of temporary office, bonus payment, standard penalty, local restriction, toll, subcontracting of the contract , type of manpower to be deployed at site, method of payment , site handover, action arising on dispute, extension of the contract, extra work, modality of modification of the contract, performance guarantee, price adjustment for delay in completion, reports and records, punitive action against misconduct, inspection, testing and quality assurance, work suspension, termination of contract, labour regulation and wage, accident and damage, indemnity and insurance, Workmen's Compensation, waiver, confidential information, mobility modality, etc.

“Nomination of EIC: When the Letter of Acceptance (LoA)/ Notice of Award (NoA) is issued by the authority to the contractor or working agency; it will also **nominate the Engineer-in-Charge** for the work, who will perform the functions and exercise the powers of Engineer-in-Charge as per the provisions of the General Conditions of Contract”.

Financial limits for nomination of EIC is decided as mentioned in the company’s WPM.

Typical rank of officer and limit of financial power is as below-

Vale of work	Upto 20 lac	20L -1Cr	1-2Cr	2-10Cr	Above 10 Cr
EIC rank	E2	E3	E4	E5	E6

E2- executive having experience around 4-5 years who is general/engineering graduate. The lower graduate or diploma having more experience like 10-12 years may also be empowered. The 3 -5 years' experience upgrade one more scale as per authority policy, it is defined internally.

It is the responsibility of the Engineer-in-Charge, being **nodal person on behalf of authority/Owner**, to address all communications/ requests made by the Contractor from start of the contract up to closing of the contract.

Start and Progress of Work: After all the formalities have been completed and the contractor is in a position to start the work, the Engineer-in-Charge will keep a register at the work site in which the date of start of the work should be noted and all remarks regarding the progress of the works are recorded therein.

Site Handover:

The job site/work front is handed over by the Owner through the **EIC (engineer in charge)**,



Niman Power

Noida, sector 140A, Uttar Pradesh, 201203

संदर्भ संख्या / Ref. No. NP/EM/NPB/2652

दिनांक / Date: 04.09.2020

M/s Shanti Enterprise
MORIGAON-782105, Assam
Mob: 7002542311

Sub: Site Handing over

Job ref: W/o no 2652 dtd 17.08.2024, repair of electrical wiring and power distribution system of Admin Building

Dear Sir,

PI refer to kick off meeting held on 03.09.2024. The site is being handed over to you for repair of electrical wiring and power distribution system of Admin Building w.e.f. 07.09.2020

Completion period: 07.09.2024 to 06.03.2025

The necessary documents like insurance, ISD, agreement sign, labour license, manpower list, PF, ESI etc if any are to be initiated at your end for smooth start of contract.

Thanks

Arshad Hussain
Senior Electrical Engineer
Engineer in charge

CC: plant Manager/sr. manager|

in line with the Front release Programme. The EIC may nominate under his/her control a site engineer to site in charge SIC to act on behalf of EIC.

The SIC/Site Engineer acts only as the **EIC's representative**. The SIC should not hand over the site or commit to anything on the Owner's behalf.

The handover date is a **contractual trigger**; the Contractor starts within 10-15 days as decided by EIC and delay in handing over the front can lead to time extension of contract or punitive action if contractor does not accept/ start the work.