

**Ms. Shalini Prasad**  
**Director (EE)**

Dated: - 8<sup>th</sup> April 2003

**Subject: - Guidelines for preparation of perspective/annual plans for Civil Works.**

Dear Madam/Sir,

The need for guidelines for preparation of perspective/annual plans for Civil Works have been felt for quite long. The preparation of perspective/annual plan for Civil Works is as essential as any other component. The Civil Works component must have appropriate technical input in order to make the plan comprehensive and self explanatory. It is always felt that proper plan prepared is easier to implement.

Necessary guidelines have been prepared and enclosed for guidance and implementation. The guidelines may kindly be circulated to all planners, engineers at all levels for proper implementation. Any suggestion, improvement in the guidelines may kindly be communicated to under signed or Civil Works Unit of SSA, Ed.CIL 10-B, Indraprastha Estate, New Delhi-110002.

With regards,

**(SHALINI PRASAD)**

C.C. to

List attached to All State Project Director

## SARVA SHIKSHA ABHIYAN (SSA)

### **Subject: Guideline for preparation of perspective/annual plans for Civil Works**

After going through various perspective/annual plans for SSA it has been observed that most of the Civil Works planning has been done by the planners and Educationists. The Civil Works planning must have appropriate technical input to make the plan comprehensive and self-explanatory. Although planners/Educationists have very long experience in planning but certainly they cannot render input which technical personals can render in their field. **In addition a separate chapter in civil works is required with an abstract of Civil Works at a glance after the costing tables.** This will give handy picture not only for appraisal team but for execution purposes.

Following steps may be taken while preparing perspective/annual plan of your district/state:

**1. Infrastructure Plan:** The infrastructure plan has to be prepared based on: School based, habitation based as unit of planning. Various steps for preparation of infrastructure plan, are

- i) Existing Infrastructure: based on school/habitation survey
- ii) Deficiency in existing infrastructure i.e. no. of additional classrooms, building less school, toilets, water facilities, boundary walls if required etc.
- iii) Additional infrastructure required, such as BRCs, CRCs, new school buildings or any other infrastructure, due to additional enrolments, population increment, up gradation of EGS to formal schools, access as per State norms, up gradation of PS to UPS, opening of new Primary School and Upper Primary Schools etc.

**2. Preparation of Designs :** Designs of classrooms, New school buildings, building less schools and any other infrastructure can be state specific. A large number of (more than 100) building designs for schools have been developed in DPEP districts. These designs, apart from being attractive, are child centered, functional and in tune with the new pedagogical concept. The publication called “Building Rural Primary Schools” published by the Ed. CIL and the building construction manual developed by the Lok Jumbish Project may be utilized by the States/districts to develop their civil works plan.

While preparing the designs/drawings it may be ensured that pedagogic issues and child friendly elements are addressed clearly in designs/drawings so that the same can be executed without much difficult at later stage by the field Engineers.

**3. Specification and Technologies:** Necessary specification & Technologies to be used for foundation, walling, roofing, flooring, joineries etc. may be decided in accordance with availability of local material. Necessary cost effective Technologies may also be specified in order to minimize the cost. Cost effective technologies does not mean cheap specification or compromising with quality at any level.

**4. Unit Cost:** Once the designs have been prepared specifications and technologies finalized, necessary estimation of components can be done. The unit cost of each component may be worked out based on PWD/State norms, or at market rates of the state. The child friendly elements, Pedagogic requirements may also be included in the above estimation. While

mentioning the unit cost necessary plinth area rate of the component may also be worked out to know the economics of construction.

**5. Details of Component:** All those component which have been included in the perspective/Annual plan may be narrated briefly. The information regarding approximates plinth area, any special feature and unit cost may be mentioned. Special emphasis may be laid on the construction of toilet facilities. The Specifications should be such that toilet should be odorless, self cleaning with minimum water and lasting. **The specification and sanitations of the toilets is to be given special focus to make them useable for time to come.**

Designs and drawings of various components may be attached with the perspective and annual plan. This will help in making appropriate appraisal of various components of civil works.

**6. Supervision/Management structure:** necessary guidelines on the subject has already been sent by MHRD letter dated 8<sup>th</sup> October 2002 (copy enclosed for ready reference). Necessary write up on the supervision/management structure adopted may be narrated in the plan.

**7. Training for VCC, Engineers, Masons etc. :** As per SSA framework Chapter VII the participation of community in all Civil Work activities will be mandatory in order to ensure sense of ownership. Hence it becomes imperative and essential to train the village development committees/village construction committees from time to time for efficient execution of Civil Works. The training of field engineers and masons is also essential for executing cost effective technologies and alternate materials. Necessary provision for such trainings may be made as per FAQ dated September 23, 2002.

**8. Barrier free construction:** The State has to make provision for Barrier free Construction i.e. making ramps for special need children. Lot of importance in SSA framework has been given to children's with special need. It has further been said that every child with special needs, irrespective of the kind, category and degree of disability, is provided education in an appropriate environment. SSA will adopt 'Zero rejection' policy so that no child is left out of the education system. Construction of ramps, can be met from the provision of unit cost. However it may be ensured that all new constructions is barrier free.

**9. Quality Construction and Quality Control measures: Quality of Civil Works is to be hallmark and focus area in SSA for creating appropriate infrastructure.** There is going to be massive investment for infrastructure in each district, which will be scattered in nooks and corners. For achieving quality, for testing of materials, purchasing quality control equipment is essential. Necessary provisions for these may be made in the unit cost of components as per FAQ. In built mechanism to be provided for achieving quality.

Civil wok plan based on above guidelines, will not only present proper picture of the plan before the Project Approval Board (PAB) but will also help states at the time of execution of the infrastructure.

**Reference books/literature for preparation of Plans:**

- i) SSA Framework
- ii) FAQ dated 23<sup>rd</sup> September, 2002

- iii) Building Rural Primary School published by Edcil.
- iv) Building construction manual developed by Lok Jumbish Project.
- v) Handbook Vidhyalayam by Roger R.M. Bonner & P. K. Das
- vi) Child friendly elements published by Edcil.
- vii) Guideline on Supervision/Management Structure issued by MHRD dated 8<sup>th</sup> October 2002.
- viii) Any other literature/books on the subject
- ix) State schedule or rates
- x) State civil work specification
- xi) ISI codes.