

SOP 01- Identification and planning of capital and rehabilitation projects

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SOP 1.1 -Identification and planning of rehabilitation projects

Office	:	Capital works Division	Responsibility : Assistant Registrar Delegated Responsibility: CW 02
Task	:	Identification and planning of rehabilitation projects	Time Frame : One month
Purpose	:	Identification of projects based on physical and financial feasibility	
Procedure	:	The process includes the following steps :	
Phase 1			
	Step 1 :	Request Rehabilitation & improvement work list with justifications from all Faculties, Departments and Divisions	
	Step 2 :	Request Approximate estimates from Works Engineer	
	Step 3 :	Prioritize the projects based on the Fund availability and need assessment	
	Step 4 :	Approval from Vice chancellor	
	Step 5 :	Bundle the projects based on the scope of the work	
	Step 6:	Forward to Works Engineer for preparation of bidding documents	
Workflows/ Flowcharts:	(Annexed)		
Revisions made on:	01.11.2021		

SOP 01- Identification and planning of capital and rehabilitation projects

SOP 1.1 -Identification and planning of Rehabilitation projects

Workflow

Request Rehabilitation & improvement work list with justifications from all Divisions & Departments

Request Approximate estimates from Works Engineer

Prioritize the projects based on the Fund availability and need assessment

Approval from Vice chancellor

Bundle the projects based on the scope of the work

Forward the Works Engineer for preparation of bidding documents

SOP 01- Identification and planning of capital and rehabilitation projects

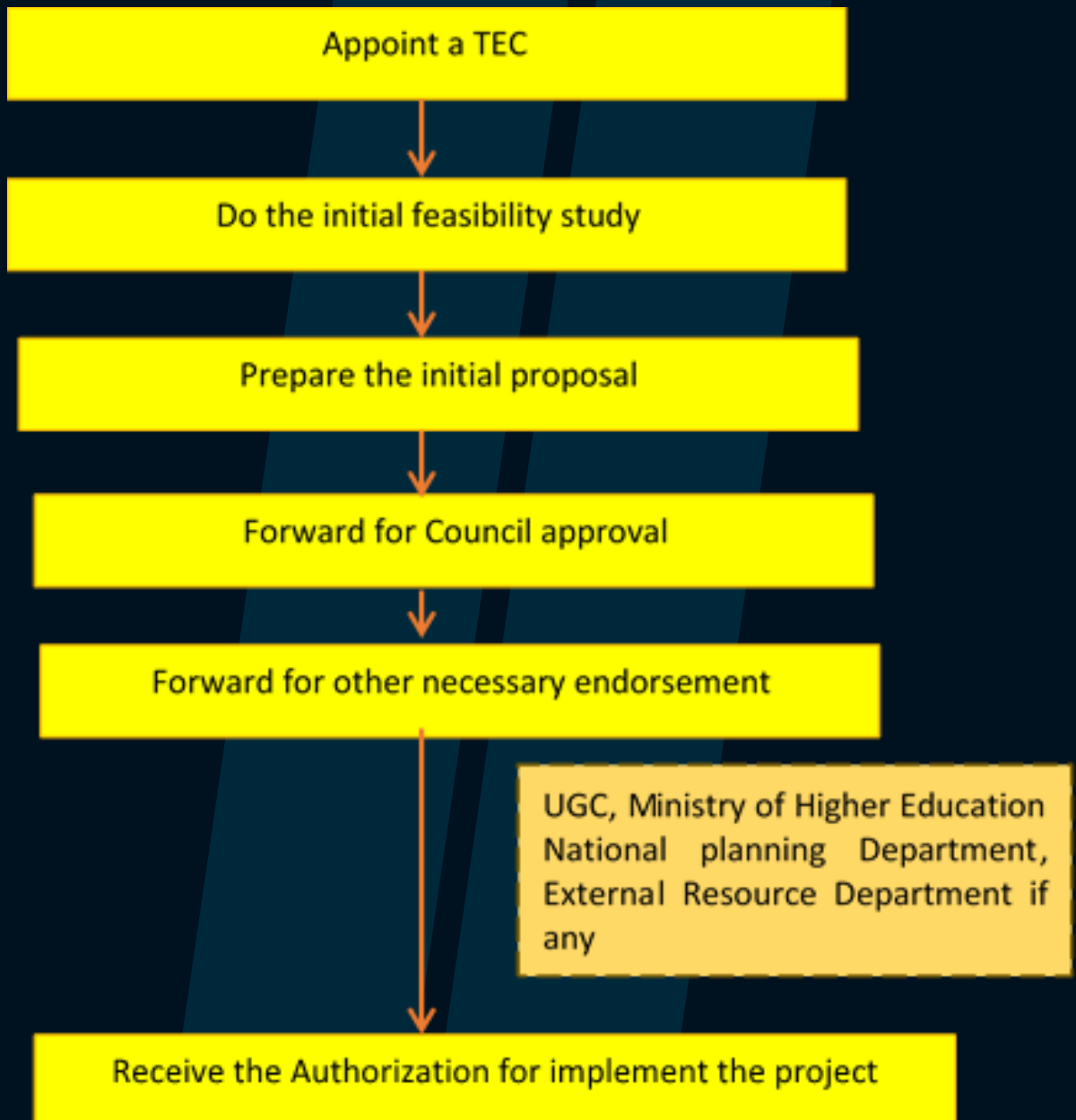
SOP 1.2 -Identification and planning of Capital projects

Office	:	Capital works Division	Responsibility : Assistant Registrar Delegated Responsibility : CW 01
Task	:	Identification and planning of Capital projects	Time Frame : Two month
Purpose	:	Identification of projects based on physical and financial feasibility	
Procedure	:	The process includes the following steps :	
Phase 1			
	Step 1 :	Appoint a TEC	
	Step 2 :	Do the initial feasibility study	
	Step 3 :	Prepare the project proposal	
	Step 4 :	Forward for Council approval	
	Step 5 :	Forward for other necessary endorsement UGC, Ministry of Higher Education, National planning Department External Resource Department if any	
	Step 6:	Receive the Authorization for implement the project	
Workflows/ Flowcharts:		(Annexed)	
Revisions made on:		01.11.2021	

SOP 01- Identification and planning of capital and rehabilitation projects

SOP 1.2 -Identification and planning of Capital projects

Workflow

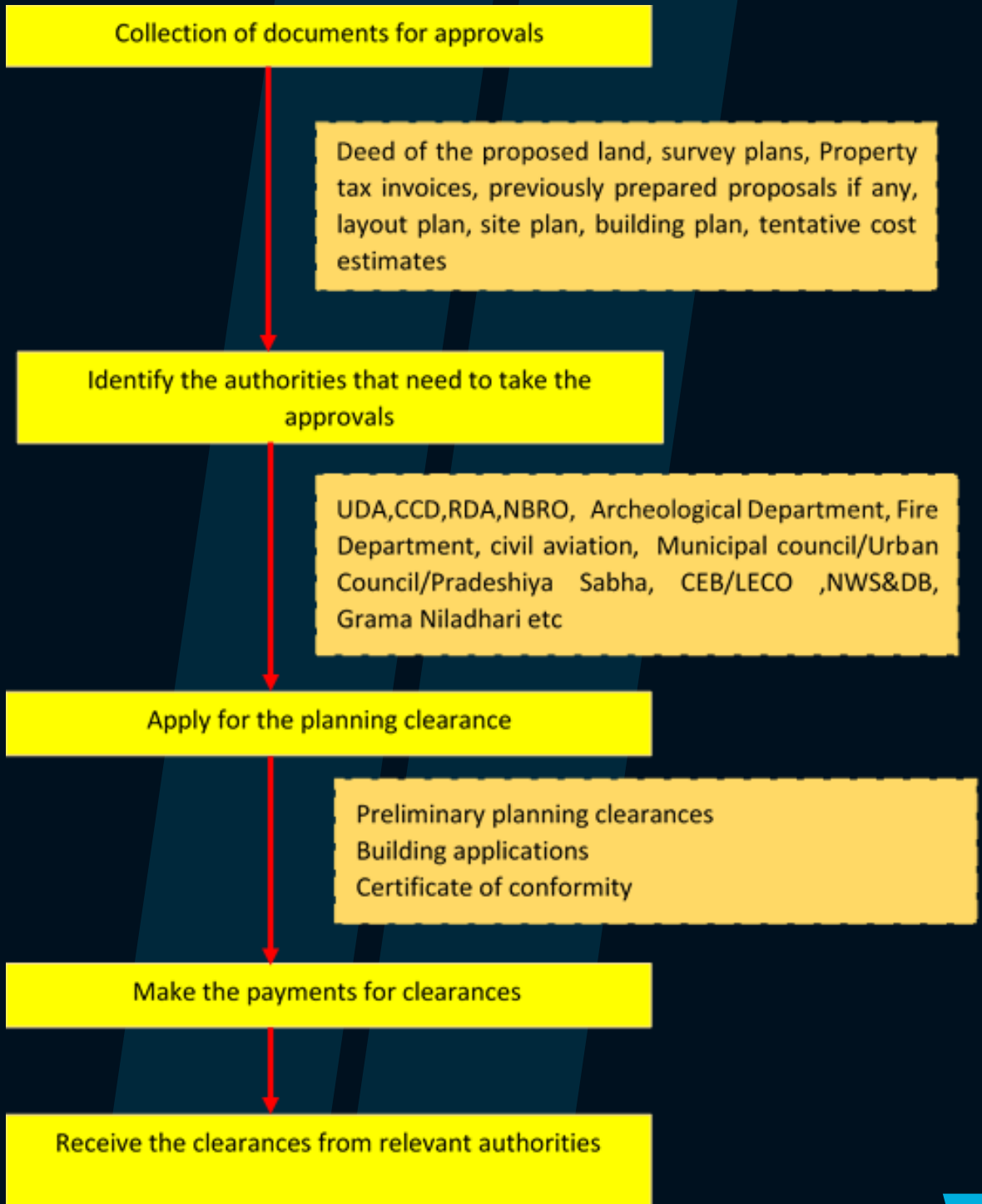


SOP 02- Obtaining necessary approvals from relevant authorities for construction projects

Office	:	Capital works Division	Responsibility : Assistant Registrar Delegated Responsibility : CW 01 & CW02
Task	:	Obtaining necessary approvals from relevant authorities for construction projects	Time Frame :
Purpose	:	Getting the required clearances from necessary authorities for the implementation of identified projects	
Procedure	:	The process includes the following steps :	
Phase 1			
	Step 1 :	Collection of supportive documents for planning approvals Deed of the proposed land, survey plans, Property tax invoices, previously prepared proposals if any, layout plan, site plan, building plan, tentative cost estimates	
	Step 2 :	Identify the authorities that need to take the approvals UDA,CCD,RDA,NBRO, Archeological Department, Fire Department, civil aviation Municipal council/Urban Council/Pradeshiya Sabha, CEB/LECO ,NWS&DB, Grama Niladhari etc	
	Step 3 :	Apply for the planning clearance Preliminary planning clearances, Building applications, Certificate of conformity and consent for providing services	
	Step 4 :	Make the payments for clearances	
	Step 5 :	Receive the clearances from relevant authorities	
Workflows/ Flowcharts:		(Annexed)	
Revisions made on:		01.11.2021	

SOP 02- Obtaining necessary approvals from relevant authorities for construction projects

Workflow



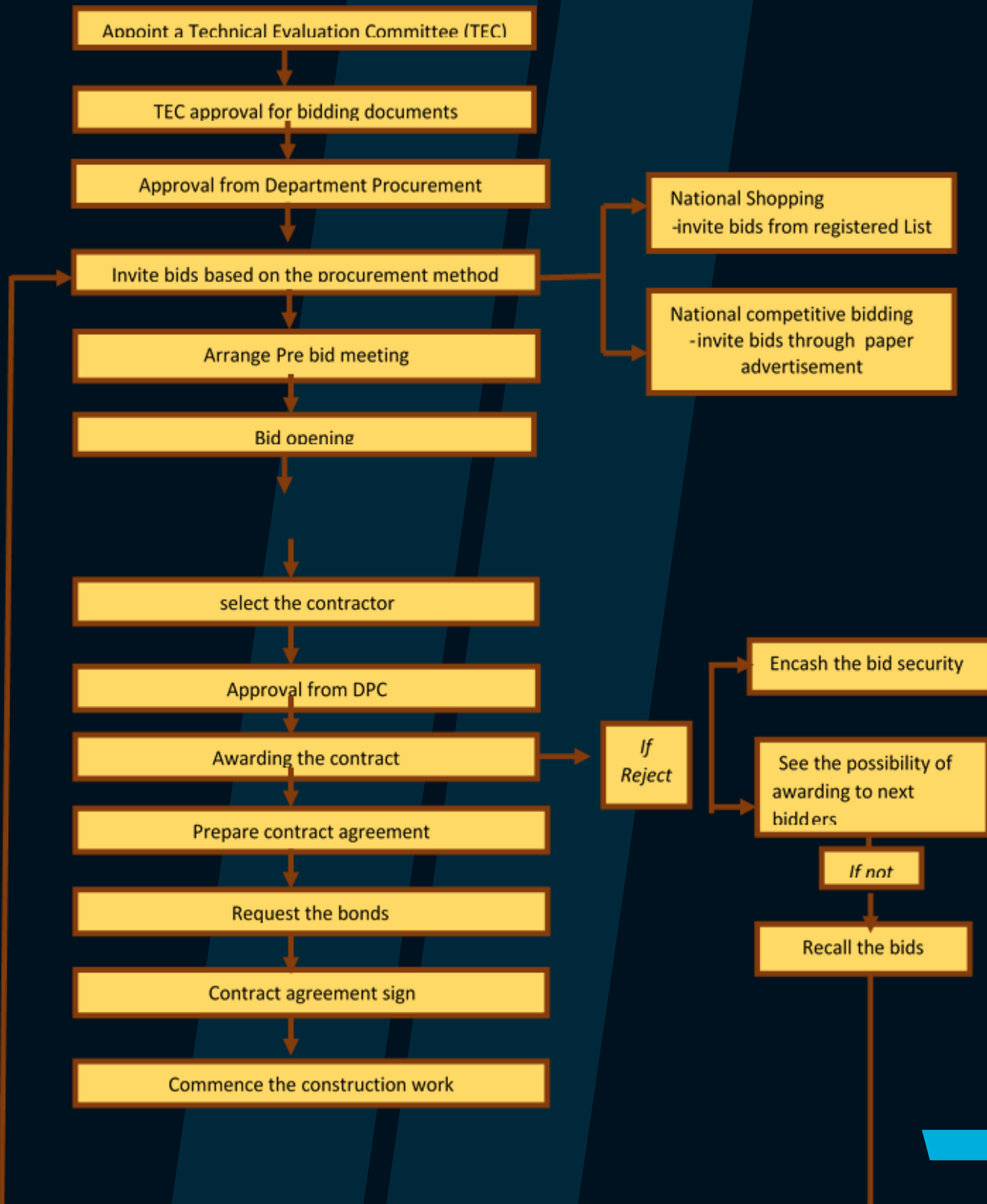
SOP 03- Handling procurement process for Implementation of Capital and rehabilitation projects

Office	:	Capital works Division	Responsibility : Assistant Registrar Delegated Responsibility : CW 01 & CW02
Task	:	Handling the procurement process for Implementation of Capital and rehabilitation projects	Time Frame :
Purpose	:	Carryout the procurement process according to the procurement guidelines	
Procedure	:	The process includes the following steps :	
Phase 1			
	Step 1 :	Appoint a Technical Evaluation Committee (TEC)	
	Step 2 :	TEC approval for bidding documents	
	Step 3 :	Approval from Department Procurement Committee	
	Step 4 :	Invite bids based on the procurement method	
	Step 5 :	Arrange Pre bid meeting	
	Step 6 :	Bid opening	
	Step 7 :	Request TEC to evaluate the bids	
	Step 8 :	Prepare the DPC memo based on the TEC recommendation	
	Step 9 :	Approval from DPC	
	Step 10 :	Awarding the contract to selected bidder	
	Step 11 :	Prepare contract agreement	
	Step 12 :	Request the performance /Advance bonds	
	Step 13 :	Signing the Contract agreements	
	Step 14 :	Commence the construction work	
Workflows/ Flowcharts:		(Annexed)	
Linking References :		Government Procurement Guideline 2006 and Amendments	
Revisions made on:		01.11.2021	



SOP 03- Handling procurement process for Implementation of Capital and rehabilitation projects

Workflow



SOP 04- Carryout the Contract administration matters

Office	:	Capital works Division	Responsibility : Assistant Registrar Delegated Responsibility : CW (CW02)
Task	:	Carryout the Contract administration works	Time Frame :
Purpose	:	Do the contract administration matters	
Procedure	:	The process includes the following steps :	
4.1 Review the project progress			
	Step 1 :	Request the work program from contractor	
	Step 2 :	Arrange progress review meetings	
4.2. Approval for Materials			
	Step 1 :	Receive the Material approval request from contractor	
	Step 2 :	Forward for Works Engineer's recommendation	
	Step 3 :	Inform to contractor	
4.3. Time extension Request			
	Step 1 :	Receive the time extension request from contractors	
	Step 2 :	Forward for Works Engineer's recommendation	
	Step 3 :	Take necessary approvals based on the recommended time extension period (4 month from Vice Chancellor, 4 month from Council, More than 8 months from Minister Approvals)	
	Step 4 :	Inform to contractor	
4.4 Approval for variation			
	Step 1 :	Receive the variation approval request from contractor	
	Step 2 :	Forward for Works Engineer's recommendation	
	Step 3 :	Inform to contractor	
4.5. Generating Financial Documents such as payments			
	Step 1 :	Receive the interim payments & Final bills from contractor	
	Step 2 :	Forward for Works Engineer's recommendation	
	Step 3 :	Prepare the voucher	
	Step 4 :	Request tax invoice from contractors	
	Step 5 :	Take necessary prior approvals for the payment (If Final bill forward for pre auditing)	
	Step 6 :	Forward to Bursar to settle the bills	
4.6 handing over the completed projects			
	Step 1 :	receive the handing over request from contractor	
	Step 2 :	Inform to Works Engineer to check the defects by WE	
	Step 3 :	Attain for the joint site inspection	
	Step 4 :	Request handing over documents such as Warranty certificates As built drawings, Test reports and inventory lists etc	
	Step 5 :	Issue the taking over certificates	
	Step 6 :	Release the Retention money	
Revisions made on:		01.11.2021	

SOP 05- Conduct the consultancy procurement services for construction projects

Office	:	Capital works Division	Responsibility : Assistant Registrar Delegated Responsibility : CW 01 & CW02
Task	:	Conduct consultancy procurement services for construction projects	Time Frame :
Purpose	:	Take approvals to obtain consultancy services related to the construction works	
Procedure	:	The process includes the following steps :	
Phase 1			
	Step 1 :	Appoint a TEC for consultancy services	
	Step 2 :	Preparation of TOR	
	Step 3 :	Approval from Consultancy procurement committee	
	Step 4 :	Invite bids for consultancy services	
	Step 5 :	Bid opening	
	Step 6:	Request TEC to evaluate the Bids	
	Step 7:	Selection of consultants	
	Step 8 :	Approval from Consultancy procurement committee	
	Step 9:	Awarding the consultancy services	
Workflows/ Flowcharts:		(Annexed)	
Revisions made on:		01.11.2021	

SOP 05- Conduct the consultancy procurement services for construction projects

Workflow

