

## Execution of Civil Works under NAHEP

### Documentation process: Guidelines for Nodal Officer (EAP), Estate Officer (EO) and Principal Investigator (PI)

- Ensure to include LMP available on NAHEP website at the time of quotation
- Review the LMP with cost at the time of evaluation of tender
- Ensure before awarding the civil work that contractor has submitted final

LMP and included the following points:

- ❖ *Compliances with the provisions of the labour laws applicable to construction industry*
- ❖ *Prevent the use of all forms of forced and child labour (no child below the age of 18 will be allowed to work in hazardous circumstances)*
- ❖ *Provision for dedicated safe drinking water, sanitary facility and rest room for labour/ labour camp with minimum required space for each worker- in case of labour staying at worksite (please give details facilities with responsibility i.e., facilities provide by the contractor and facilities provided by the AU/ institution)*
- ❖ *Creche facility (in case of young children of working women)*
- ❖ *Equal wages for men and women (as per the govt. rate, please mention rate for skilled, semi- skilled & un-skilled)*
- ❖ *Fixed working hour & rest time and relatively high payment for overtime (as per govt. norm)*
- ❖ *Use of personal protection equipment (PPE)- please specify PPE as per the requirement of the work*
- ❖ *Health and safety orientation programs for the workers- optional depend on the duration & no. of labour*
- ❖ *Provision of first aid box & medical facility*
- ❖ *Provision for use of local labour and women in construction work*
- ❖ *Provision for labour payment (segregated with gender and local & outsider) register*
- ❖ *Dedicated Grievance Redressal Mechanism (GRM) for labour and maintain register for grievance (other than GRM, NAHEP)*
- ❖ *Information dissemination among labour (leaflet in local language) related to their entitlements*
- ❖ *Provision of storage (materials) at construction site with adequate barricades & signboards- optional depend on the nature of work, duration & no. of labour*
- ❖ *Disposal Plan for C & D debris*
- ❖ *Organize consultation meetings (before commencement of work) with students and faculty to take their suggestions on construction timing and duration- optional depend on the nature of work.*

- Issue land clearance certificate (Annexure 1 of LMP) to the contractor before commencement of work.
- Submit the work plan for execution of work by the contractor
- Organize at least three visits to the work site i.e., before commencement of work, during the progress of work and before final payment.
- Prepare a checklist as given below according to the LMP and confirm in first visit whether all the committed activities under LMP are in place. Similarly supervise functional of facilities in second and implementation of debris disposal plan in the final/ third visit.
- Click the photographs of each facility/ activities provided during construction at site.
- Prepare Social Monitoring Report (SMR) and keep in file for future use.
- Signing of Infrastructure Readiness and Handover (IR & H) check list and submit the scan copy to PIU in the format available at NAHEP website under Document tab- ESS

## Check list for the 1<sup>st</sup> visit by Nodal officer, Estate officer and PI

Please mark (✓) in the box

Sl	Activities	Yes	No	NA*	Remarks
<b>1</b>	Obtaining land clearance certificate				
<b>2</b>	Organization of consultation meetings (before commencement of work) with students and faculty				
<b>3</b>	Submission of work plan				
<b>4</b>	Provision of dedicated safe drinking water				
<b>5</b>	Provision of sanitary facility				
<b>6</b>	Provision of rest room for labour				
<b>7</b>	Provision of labour camp with minimum required space				
<b>8</b>	Provision of creche facility for young children				
<b>9</b>	Provision of putting first aid box & medical facility				
<b>10</b>	Provision of labour payment (segregated with gender and local & outsider) register				
<b>11</b>	Provision of Grievance Redressal Mechanism (GRM) for labour and Grievance Drop Box (GDB) & register for grievance				
<b>12</b>	Provision of leaflet (local language) related to labour entitlements				
<b>13</b>	Provision for storage (materials) at construction site with adequate barricades				
<b>14</b>	Provision of signboards at construction site				
<b>15</b>	Disposal plan for C & D debris				

\* Not Applicable

## Check list for the 2<sup>nd</sup> visit by Nodal officer, Estate officer and PI

Please mark (√) in the box

Sl	Activities	WM <sup>1</sup>	M <sup>2</sup>	N.I <sup>3</sup>	NA <sup>4</sup>	Remarks
1	Dedicated safe drinking water					
2	Sanitary facility					
3	Rest room for labour					
4	Labour camp with minimum required space					
5	Creche facility for young children of labour					
6	First aid box & medical facility					
7	labour payment (segregated with gender and local & outsider) register					
8	Grievance Redressal Mechanism (GRM) for labour and Grievance Drop Box (GDB) & register for grievance <b>Also mention status of grievance in remarks column</b>					
9	Storage (materials) at construction site with adequate barricades					
10	Signboards at construction site					
	<b>Activities</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Remarks</b>	
11	Leaflet (local language) related to Labour entitlements provided					
12	Awareness of labour on their entitlement					

<sup>1</sup> Well-maintained

<sup>2</sup> Maintained

<sup>3</sup> N.I- Need to improve

<sup>4</sup> Not applicable

**Check list for the 3<sup>rd</sup> visit by Nodal officer, Estate officer and PI**

**Please write your observation in remarks column**

Sl	Activities	Remarks
1	Status and method of debris disposal	
2	Status of Grievances	
3	Status of IR & H	