



Name & Signature of the Proposing Authority/Representative of user committee			
Location and Date			
Is the proposed change necessary for satisfactory completion of work?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Provide a list of documents attached justifying the proposed changes, adjustments in contract amount and time (as per guidelines)</i>			

Proposed adjustments in contract amount	Increased <input type="checkbox"/>	Decreased <input type="checkbox"/>	Unchanged <input type="checkbox"/>	By ( ) Rs
Proposed adjustments to contract time	Increased <input type="checkbox"/>	Decreased <input type="checkbox"/>	Unchanged <input type="checkbox"/>	By ( ) days

**Note:** \*The CCD form when signed by Institute & Architect (if applicable) and received by Contractor, becomes effective immediately and Contractor shall proceed with the changes described above.

Original Contract Amount	Rs.		
The number of previously authorized CCDs			
Total amount sanctioned by previous CCDs			
<b><u>Whether the proposed adjustments will be met out within permissible limit of contract value?</u></b>	Yes	No	
Any revisions are required in the contract value	Yes	No	
<b>Total proposed amount for the current change order</b>	<b>Rs.</b>		
Revised contract amount if applicable	Rs.		
<b>Effect on Contract Time if any</b>	<b>Increased <input type="checkbox"/></b>	<b>Decreased <input type="checkbox"/></b>	<b>Unchanged <input type="checkbox"/></b> <b>By ( )days</b>

**Agreeing Parties**

**1. For Institute**

Prepared by	Name	Designation	Signature	Date

**2. Contractor**

Contractor (Name of the firm)	Address	Name of the Signing Authority	Signature

**Review and Comments/Special instructions/Recommendations**

\_\_\_\_\_ (Signature of Executive Engineer)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date: ( dd / mm / yyyy )

**Review and Comments/Special instructions/Recommendations**

\_\_\_\_\_ (Signature of Head, IWD)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date: ( dd / mm / yyyy )

**For Dean (IRI) Office Use**

Checklist: OK / Not OK

Is the CCD submitted before prior to execution of work?	YES	NO
Physically verified at site	YES	NO

Checked	Passed
Assistant/ Superintendent	Note:  OIC

Comments/Special instructions/Recommendations by PMEE / Internal Audit / Accounts, if any

\_\_\_\_\_  
(Signature of Audit/Accounts)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date: ( dd / mm / yyyy )

Comments/Special instructions/Recommendations by Dean (IRI), if any

\_\_\_\_\_  
[Signature of Dean (IRI)]

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date: ( dd / mm / yyyy )

Comments/Special instructions/Recommendations by DDO (Drawing & Disbursing Officer), if any

\_\_\_\_\_  
(Signature of DDO)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date: ( dd / mm / yyyy )

Comments/Special instructions/Recommendations by Director, if any

\_\_\_\_\_  
(Signature of Director)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date: ( dd / mm / yyyy )

Recorded	Sent for clarifications	yyyy-mm-dd	Clarifications Received	yyyy-mm-dd	Revision Recorded	Sent for further processing	yyyy-mm-dd
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**Note**

**\*The CCD document when signed by institute & architect (if applicable) and received by contractor, becomes effective immediately and contractor shall proceed with the changes described above.**  
**\*\*Valid CCD forms are required for contractor payments for any deviations under Clause 12**



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
ALLAHABAD**

**Office of the Dean of Infrastructure, IWD, Estate**

**Guidelines to be followed for preparing Form 111**

**Construction Change directive (Form 111) should be used as the prior approval form for the estimated deviations in contract agreement proposed**, for aesthetic, economic or functional purpose and should be submitted to DOIP office **at the earliest/ or at least 15 days** prior to the occurrence of events/execution of item except for the unforeseen site conditions and for items covered under force majeure clause in contract agreement. (Form 111 should be submitted not later than 15 days in case of unforeseen site conditions /force majeure clause)

The proposed change in contract item should be considered as extra item for rate analysis and justification, only when the listed items are completely new and are in addition to the items contained in the contract

The proposed change in contract item should be considered as substituted item for rate analysis and justification, only when the listed items are taken up with partial modifications or in place of items of work in the contract

Form 111 should be filled in accordance with Clause 5 & Clause 12 of GCC and with Ref. to CPWD Works Manual

Reasons cited for proposed change should include the following points

✓ For Substituted item	✓ For extra item	✓ For deviation items
DSR item No:	Justification remarks with valid reasons	Comparative chart of the estimate quantity and deviated quantity as per the condition mentioned in Schedule F with
Statements with valid reasons clarifying whether the item is an alteration, addition, substitution, replacement, etc.	Statements with valid reasons clarifying whether the item is an omission in original estimate, required as per site condition, new recommendations, changes in building code/govt. regulation etc.	Statements with valid reasons justifying the increase against each item in the comparative chart
The payment status of the original item		

List of documents justifying the proposed changes, adjustments in contract amount and time may include **(Revised drawings and specifications with date issued showing changes, copy of documents showing changes in building codes or govt. regulations, written notifications from contractors for impending delays or changes in contract items, Comparative statements for deviation items, substituted item, Analysis of rates with current market rates as decided biannually/Based on at least 3 genuine quotations for non DSR item etc. and any other pertinent documents)**