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Dte of Contract Management  
Military Engineer Services  
Engineer-in-Chief's Branch  
Integrated HQ of MOD (Army)  
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New Delhi - 110 011

No. 66546/P-1/Renewal/2016-2020/76/E8

04 Jan 2016

List 'A' 'B'

ADG (OF & DRDO)

**RENEWAL OF ENLISTMENT FOR CYCLIC PERIOD**  
**ENDING 31 DEC 2020 AND FRESH ENLISTMENT**

1. The present enlistment of all contractors (except class 'E') is expiring on 31 Dec 2015. The renewal of enlistment in CE Commands/ADG (OF & DRDO) are in process and not yet complete. Issue of renewal letters is likely to take further some time.
2. Thus the contractors can be sub divided into following categories:-
  - (a) Contractors who have applied for renewal by due date and their renewal of enlistment approved.
  - (b) Contractors who have not applied for renewal by due date.
  - (c) Contractors who have applied for renewal by due date but their documents are still being processed by Commands and their final enlistment renewal letters are yet to be issued.
  - (d) Class 'E' contractors who do not require renewal.
3. Following actions shall be taken.-
  - (a) Contractors at 2(a) above can continue quoting as hither to.
  - (b) Contractors at 2(b) above will be removed from enlistment list and their list will be displayed by Commands.
  - (c) Contractors at 2(c) above will be permitted to quote till 15 Feb 2016, by which time it is incumbent on the Registering Authority to either issue the enlistment letters or remove them.

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4. CE Command and ADG (OF & DRDO) shall, by 05<sup>st</sup> Jan 2016, upload in MES website the names and index numbers of contractors whose applications for renewal have not been received by due date. Similar list for 'SS' class contractors shall be uploaded by this HQ. These firms shall be treated as Unenlisted from 01<sup>st</sup> Jan 2016. Tender issuing authority shall decide on eligibility accordingly.
5. The renewal letters of the firms who have been parallely enlisted with CE Command /ADG (OF & DRDO), shall be issued within a period of 20 days after receipt of renewal letter issued by Parent Command/ADG (OF & DRDO).
6. A contractor, who has sent his application by email and /or post but his name appears in lists uploaded as per para(c) here-in-before, will immediately approach his/her Registering Authority with documentary evidence. Registering authorities shall examine and amend their list, if the representation is found correct.
7. The Renewal process is to be completed without any further delay. CEs Command and ADG (OF & DRDO) are requested to examine the lack of resources, available with E8, if any, and enhance manpower & resources suitably so as to meet the time lines mentioned above.
8. The last date of completion of fresh enlistment process including issue of enlistment letter with index no. for applications received up to 30 Nov 2015 was 31<sup>st</sup> Dec 2015. It has been informed by formations that receipt of police verification and other verifications are taking more time, hence have requested to allow further time. Accordingly Enlisting /Registering authorities shall ensure that the final letter of enlistment with Index No is issued by 15<sup>th</sup> Feb 2016.



(Bhagirathi Pani)  
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for Engineer-in-Chief