



File No.: NESTS/CIVIL/H-3/76/2024-25  
Comp. No.: 29031

Date: 13.02.2025

To,

Zonal Manager/s,  
PSUs (As per standard list)

**Subject: Guidelines for Submission and Processing of Variation Cases by PSUs-reg.**

Sir,

As you are aware that NESTS is in the process of signing of MoU with reputed third-party organisation/s for examination & vetting of variation cases, as submitted by PSUs, before considering revision in A/A&E/S or demand for additional funds over tender amount.

It has been approved that irrespective of overall variation amount, only two submissions (02) per project, irrespective of whether it is Phase-I, Phase-II, or a Single-Phase project shall be entertained. Ideally, these submissions should be made after the execution of work at the Plinth level/structure work and near project completion. **Only in exceptional circumstances, to be submitted in writing by PSU**, the third submission for each project shall be entertained.

In this connection, the following procedure is outlined:

**STEP-1**

Following documents are required to be submitted by PSUs on the following email **ONLY** i.e., [construction.hq@nests.tribal.gov.in](mailto:construction.hq@nests.tribal.gov.in), in the order outlined below: -

- i. Cover letter, digitally signed, by the Zonal Manager of PSU giving a brief summary of the variation claimed particularly mentioning the variation amount. *If variation is submitted for third occasion, then exceptional circumstances have to be brought out in the cover letter. Further, it must be certified in the cover letter that Competent Authority of PSU has given approval for the same and all prevailing CVC/Govt of India guidelines have been adhered to;*
- ii. Complete DPR including Architectural drawings, Vetted Structural drawings, and Soil Test Report, etc;
- iii. MLP (Original & Revised)
- iv. NESTS Guideline dated 30/03/2022
- v. NESTS Guideline dated 14/03/2023;
- vi. Approved Detailed Estimate in Excel format;
- vii. Variation statement in Excel format wherein quantities taken in Detailed Estimate (Bill of Quantities) and revised quantities (Variation) are properly highlighted in a comparative statement, **duly linked with their respective detail of measurement (itemwise)**, clearly bringing out the Justification (**WHY & WHERE**) for Variation in the "Remarks" column for varied quantity of each item.
- viii. Digitally signed PDF copy of the serial no. "vi" may also be provided;
- ix. Copy of A/A & E/S
- x. Copy of LoA/LoI;
- xi. Copy of both original & revised construction agreement between NESTS & PSU and subsequent addendums;

*[Signature]*  
13/02/2025



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- xii. Contour plot for each building, illustrating the elevation or level variations across all grid points, along with key reference points and critical topographical features (Excel format);
  - xiii. Any other documents in support of Variation claimed (supporting pictures/videos/documents) etc.

It shall be ensured by PSUs that all future submissions from them are aligned with the aforementioned format.

#### **STEP-2**

After preliminary examination of the variation case by NESTS Civil Division, **only if** the case is complete in all respects shall the Civil Division forward it to Third-party reputed organisation/s for further necessary action.

#### **STEP-3**

Any query/clarification/submission etc. related to the case by third-party reputed organisation/s shall be forwarded to NESTS Civil Division on email ID referred above. NESTS Civil Division after obtaining the necessary clarification/replies/submissions from PSU shall revert the same to Third-party reputed organisation/s. PSUs would be required to submit the necessary clarification/reply/submission within 03 working days. **Concerned** NESTS Technical Consultants shall be coordinating the whole process.

#### **STEP-4**

Upon receipt of vetted variation case from Third-party reputed organisation/s, it will be processed by Civil Division for necessary action.

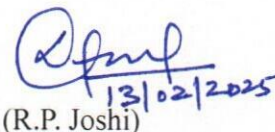
**PSUs are being explicitly directed that, henceforth, variation cases shall be processed in accordance with the aforementioned guidelines.** NESTS shall follow the principle of "First In First Out" for dealing with the variation cases, as received in the NESTS.

It may be noted that the cases wherein the **overall deviation of the project is within 10% of the tendered amount and provided it falls within the A/A&E/S too**, may be approved by the PSUs, as per paragraph 2.3 "a" of the Construction Agreement between PSU and NESTS, modified by letter no. Efile 16346 dated 4th October 2023.

**However, if any deviation beyond 10% of the tendered amount, either within A/A&E/S or beyond, are reported/noticed at any stage then the entire deviation amount even including 10% of the already approved deviation by Competent Authority of PSU, shall be dealt as per the procedure outlined above.**

This issues with the approval of the Competent Authority.

Yours faithfully,

  
13/02/2025

(R.P. Joshi)

Executive Engineer

#### **Copy to:**

1. Joint Commissioner, NESTS
2. PS to Commissioner, NESTS.
3. CCE-I & CCE-II, NESTS.
4. PS to CMDs/CEOs/MDs of PSUs (As per standard list).
5. Guard file.

Standard List	
S. No.	PSU
1	B & R
2	EPIL
3	HSCL
4	MANIDCO
5	MTDC
6	NPCC
7	TCIL
8	WAPCOS