

**GUIDELINES FOR PROCESSING OF APPLICATIONS**  
**BY THE CONTRACTORS' APPROVAL WORKING GROUP (CAWG)**

**General:-**

This Guidelines Document is a living document. This Document may be amended and/or revised any time based on unanimous decision taken by the CAWG or based on the directives of the DCRP.

**Guidelines:-**

**1.0 Issue of Application Forms and Receipt of Documents:-**

- 1.1 Application Forms for new Registration as well as Renewal of existing Registration shall be issued by the Secretary – DCRP. Application forms shall only be issued to the Contractors who pay the prescribed fee as mentioned on the cover page of the Application Form.

All completed Applications shall be submitted to the Secretary – DCRP who shall forward the same to any of the DCRP members for evaluation.

**2.0 Clarifications/Queries Related to Applications for Registration:-**

- 2.1 The CAWG Member who is processing an Application for Registration shall contact the Contractor directly to obtain information/clarifications related to the Application.
- 2.2 The CAWG Member processing an Application for Registration shall write letters to the Contractor informing him about rejection of his application due to reasons indicated in the letter. A copy of the letter shall be marked to all members of the CAWG including the Secretary – DCRP.

**3.0 Time limit for Processing of Applications for Registration:-**

- 2.1 The DCRP Secretary shall forward Applications for Registration to the members of the CAWG within two (2) working days of receipt of same.
- 2.2 The CAWG member who receives the file shall scrutinize the application, seek all clarifications, prepare his evaluation report and submit the same to the Secretary – DCRP within fifteen (15) working days from the date of receipt of the application.
- 2.3 The Contractor shall submit his clarifications and provide additional documents as required by the CAWG Member within 20 working days from the date of receipt of letter from the CAEG Member.

4.0 **Approval of Applications for Registration:-**

- 4.1 The Secretary – DCRP shall prepare the form for approval of an Application for Registration and obtain signatures from all members of the CAWG.
- 4.2 A Letter of Intimation with regard to approval of an Application for Registration shall be sent to the Contractor by the Secretary – DCRP within five (5) working days from the date of receipt of evaluation report from the CAWG Member.
- 4.3 The Secretary – DCRP shall inform the Contractor to pay the Registration Fees and collect his Registration Certificate within five (5) working days from the date of receipt of Intimation Letter mentioned in Item 4.1 above.

5.0 **Record Maintenance and Transparency:-**

- 5.1 The Secretary – DCRP shall maintain a record of all Applications received including date of forwarding to the CAWG Member, time taken for evaluation, date when letter of clarification was sent to the Contractor, time taken by the Contractor for submitting his reply to the clarifications etc.
- 5.2 The Secretary - DCRP shall maintain record of all Approved Applications together with supporting documents for cross verification by any member of the CAWG and/or DCRP at any time.

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