शेखर बसु
Sekhar Basu

भारत सरकार
Government of India

अध्यक्ष, परमाणु ऊर्जा आयोग
व
सचिव, परमाणु ऊर्जा विभाग
Chairman, Atomic Energy Commission
&
Secretary, Department of Atomic Energy



MESSAGE

Directorate of Construction, Services & Estate Management (DCSEM) is the constituent unit of Department of Atomic Energy responsible for creating assets, infrastructure and providing comprehensive services including planning, designing, construction, maintenance of office, residential buildings & estate management of the Department. The activities are spread throughout the length and breadth of the country.

The comprehensive Organisation Manual brought out by DCSEM for the first time will not only benefit all concerned but also will help in improving the efficiency and speedy deliverance of quality work.

I wish them all success in this unique endeavour.

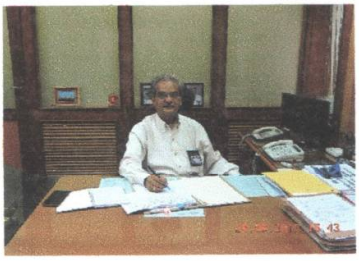
Sekhar Basu
(Sekhar Basu)

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ANIL SHRIVASTAVA,
उत्कृष्ट वैज्ञानिक एवं
निदेशक
Outstanding Scientist
Director

सत्यमेव जयते

भारत सरकार
Government Of India,
परमाणु ऊर्जा विभाग
Department of Atomic Energy
निर्माण, सेवा एवं संपदा प्रबंध निदेशालय
Directorate of Construction,
Services & Estate Management



FOREWORD

It gives me immense pleasure to introduce this DCSEM Organisational Manual for the first time in the Department. The Manual provides a basic frame work for planning, designing and execution of construction works in DCSEM. It also emphasises on administration, accounts and security aspects of the organisation. This Manual is brought out for making the work force more efficient and for speedy deliverance of quality work. The Manual will not only be useful for DCSEM officers but also serve as guideline in other units of the Department.

I would like to extend my thanks to all section heads for their effective and sincere efforts in compilation of this Manual.

The downloadable copy of this new DCSEM Organisational Manual shall also be uploaded on DCSEM website (dcsem.gov.in) to facilitate all the employees of the unit in delivering their duty.

(Anil Shrivastava)

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PREFACE

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India envisaged a need for a unified, comprehensive manual pertaining to its activities.

In accordance with the guidelines issued by the Department of Administrative Reforms & Public Grievance vide DO letter no. K-11022/43/2015-ARC (Pt) dated 08.09.2016, the Department of Atomic Energy's Directorate of Construction, Services & Estate Management has brought out this manual for information and guidance of the stakeholders and the general public.

The efficiency of an organization depends largely on evolution of adequate processes and procedures and the ability of its employees to follow them. The main object of all Government business is to meet citizens' need and further their welfare. At the same time, those who are accountable for fair conduct and business have to ensure that public funds are managed with utmost care and prudence. It is, therefore, necessary, in each case, to keep appropriate record not only of what has been done but also of why it was so done.

A citizen friendly and accountable Administration is the focus of our organization. We have also taken a number of initiatives for improving "Ease of Doing Business". The emphasis has been on simplification and rationalization of the existing procedures and introduction of Information technology to make governance more efficient and effective. One of the focus areas of our organization is to reduce the decision making levels to the minimum while allowing for faster means of information dissemination.

Further, simplifying government procedures and processes instill a greater sense of responsiveness, accountability, transparency and public service excellence in the current system of good governance since one of the important agenda of the Government is "Minimum Government and Maximum Governance".

The overall aim of the Manual is to increase productivity in work and make the Administration more responsive. Efforts have been made to maintain concordance between organization goals, procedures of work and functionaries entrusted with the responsibility of discharging them. For those who are working in DCSEM and for future entrants as well as general public, the Manual will be an invaluable source of training, guidance and reference.

We are sure that the Manual will form the backbone of process management in our organization and make office work speedier and rewarding for all the stake holders.

The users of this Manual are requested not to treat this as an original authority on the subject. However, these are subject to change as and when rules and procedures are modified by Government. For any interpretation, employees may consult the Sections concerned and follow their advice.

MISSION STATEMENT

Directorate of Construction, Services & Estate Management (DCSEM) constituent unit of Department of Atomic Energy (DAE) has set itself the following vision to support the vision of DAE. The mission of DCSEM is to provide support to DAE in transforming its vision into reality. Scientists, Technicians and other supporting Staff members of DAE family working in various units who are striving hard towards achieving the vision of the Dept. deserve to be provided conducive environment and proper housing facilities in order to achieve functional effectiveness in their respective fields. As a service organization, DCSEM provides above services to various units of Department of Atomic Energy (DAE) for constructing and maintaining necessary infrastructure.

DCSEM is involved in planning, Designing, Engineering, Execution, Testing and Commissioning of Civil, Public Health, Electrical Mechanical, Air-Conditioning and Ventilation works for Housing, Hostels, Schools, Hospitals, Academic Institutions, Laboratories and Various Public Buildings in support of Sciences & Technology programme of DAE including its aided institutions.

This Directorate is also responsible for operation and maintenance of various services, estate management and security for the various installations of DAE at Mumbai.

Estate Management Group of DCSEM is assigned the solemn task of providing accommodation to DAE employees stationed in Mumbai and its management. In order to ensure sustainable availability of amenities to the residents inside the township, DCSEM has been managing shop establishments as well as entertainment facilities like Sports Complex, Community Centers, etc. This Directorate has been striving continuously to improve conducive environment with proper housing facilities and proper amenities for achieving functional growth and efficacy towards realization of focused scientific pursuit of DAE.

Security Section of DCSEM is for the protection of personnel and Government assets within Anushaktinagar Township.

Finance and Accounts Section of DCSEM caters to budgetary control of funds allotted for this Directorate keeping in line with the procedure, guide lines and directives issued by the Government of India from time to time.

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PREAMBLE

A) **Process of work** :

- Director, DCSEM shall assign the project work to PCD Group.
- PCD Group shall start collecting the details regarding project
- Based on the details, Architectural Section shall prepare the preliminary layout and shall submit to the users and subsequently project shall start as detailed in the respective section/Group.

B) **Completion of the project** :

- After the project is executed and all as built drawings are made, DCSEM shall prepare a list of documents to be submitted indicating no. of as built drawings, preferred make of materials used in the work, total cost of the project and facilities built and any other information relevant to users.

C) **Maintenance work** :

- Major repair works shall be put up to Director for administrative approval through accounts and shall be designed with help of PCD section if any design component is required.

- After due process through Logistics team, review committee, CQD, work should be executed by ESD I, ESD II, GSS.

- Maintenance work shall be carried out as per relevant practice through zonal officers and information should be submitted to Director's office regarding non completion of the work which crosses more than time assigned.

- Completion document shall be made and shall be submitted to Chief Engineer (Maint.) office for record purpose. The document shall have necessity of repair work, details of activities taken, drawings if any and total cost of repair etc.

D) **Finance /Accounts:** The work shall be carried out based on following manner as far as finance is concerned:

- Deposit work : The work for autonomous institutions of DAE shall be carried out through deposit made in which DCSEM shall prepare estimate and submit to them and Institute shall submit the cost of completed project to accounts of DCSEM through which execution shall be done.

- Constituent Unit of DAE Units related to Central Government : The cost of work shall be estimated if required. The finance requirement shall be submitted to Unit and Head of Account shall be obtained from Competent Authority of Unit. Finance transaction should be done by Head of Accounts.

E) **Manpower** :

- Construction work shall be carried out based on location. If the location is in Mumbai, work shall be carried out by manpower available in Mumbai.

- If the work is located at outside where the office is not available, the office (temporary) needs to be set up, manpower needs to be transferred based on requirement. Assistance from users to be asked if sufficient manpower is not available. All other expenses should be estimated and included in the cost of project.

F) **Allotment :**

- DCSEM allots the flats at various locations in Mumbai and maintains around 8000 flats for which allotment as well as maintenance activity is responsibility of DCSEM. Necessary list based on seniority & government rules and regulations are made and displayed every month. Allotment is made based on procedure indicated in Chapter in Administration.

G) **Administration** :

- General activity of administration like recruitment files, rules, regulations and all administrative activities are done based on chapter of administration.

H) **Accounts :**

- The service billings and other normal activities are done as usual as per the chapter of Accounts. However, special group carries out the billing related to construction and maintenance activities taken by DCSEM along with providing assistance to issue of work order and related activities of work order.

I) **Security**:

DCSEM provides security to Anushaktinagar, Zerlina, Purnima, Kenilworth, Anushakti Bhavan areas for which around 240 staff are deployed. Due process is indicated in relevant chapter of security.

DESCRIPTION OF ORGANIZATION

Department of Atomic Energy (DAE) had set up a service organization unit as Trombay Township Project (TTP), entrusting the responsibility of setting up independent housing complex at Deonar (now Anushaktinagar) for housing its Scientists, Technocrats and staff of various units located in Mumbai. In April 1982, this unit was rechristened as Construction and Services Group by merging maintenance section of Directorate of Estate Management (DEM) with TTP. Subsequently on 1st July 1996, this unit was expanded to the present Directorate of Construction, Services & Estate Management (DCSEM) by merging with Directorate of Estate Management (DEM).

DCSEM is currently involved in planning, designing, engineering, tendering, execution, testing, commissioning and asset management of civil, Public Health, electrical, air conditioning and ventilation works for housing, hospitals, schools, hostels, laboratories and various public buildings in units of Department of Atomic Energy including aided institutions of Department of Atomic Energy.

The following divisions are working under the Director, DCSEM.

(i) Planning & Design Group

(ii) Centralized Quantity Division

(iii) Construction Group

(iv) Maintenance Group

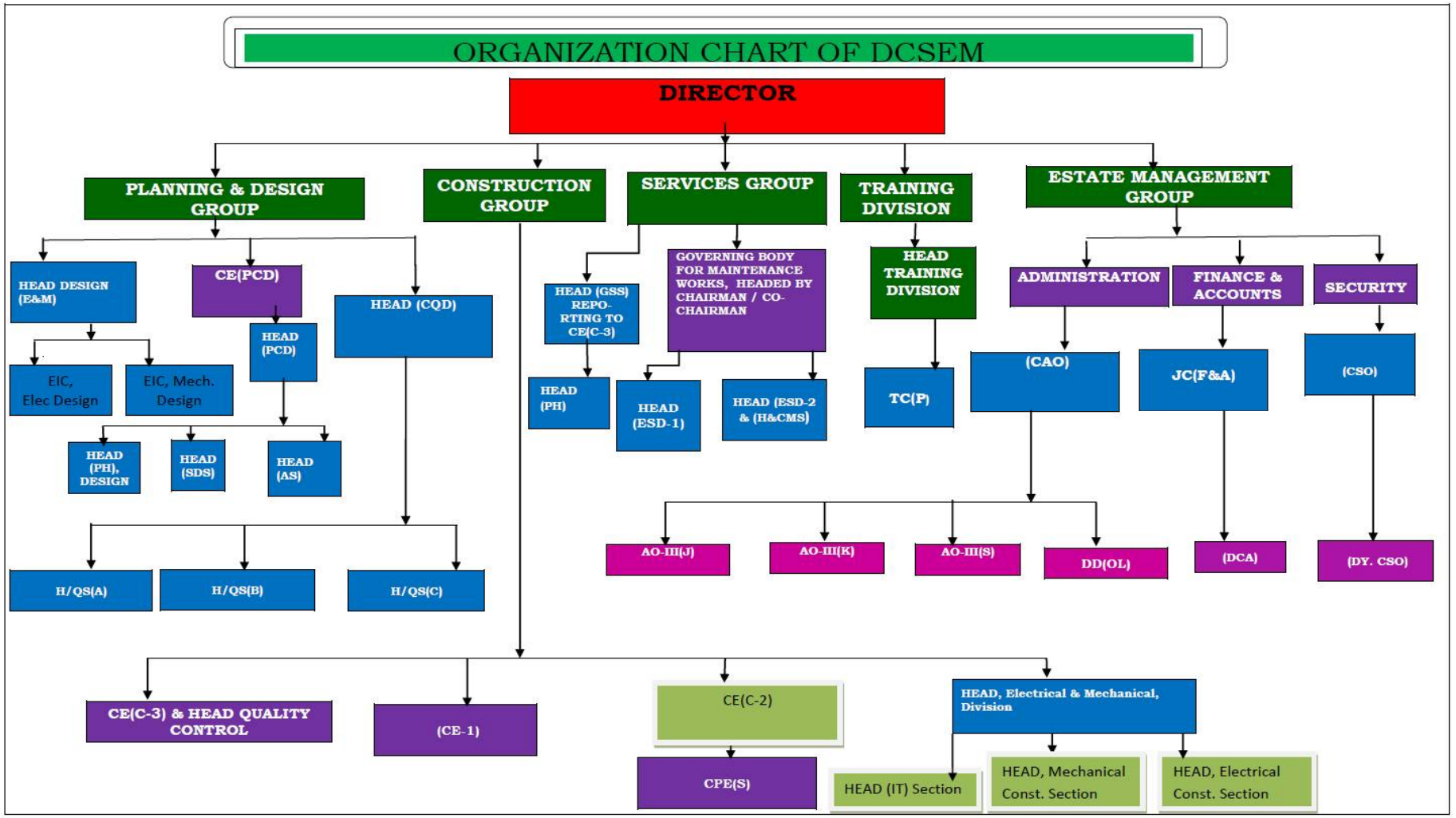
(v) General Services Section

(vi) Finance & Accounts Group

(vii) Administration Group

(viii) Security Section.

ORGANISATION CHART



PLANNING AND DESIGN GROUP

PLANNING AND DESIGN GROUP

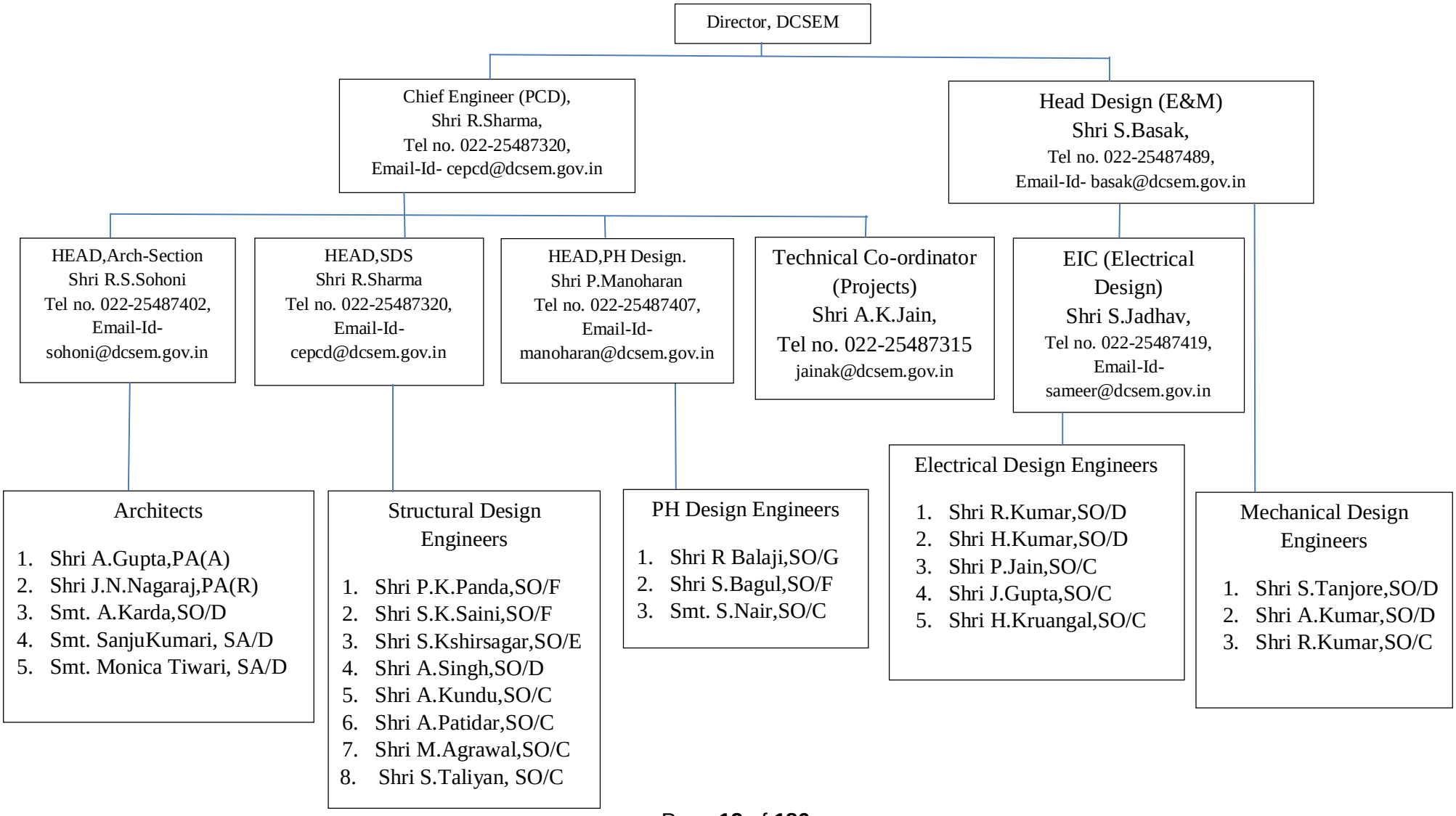
1. ABOUT PLANNING & DESIGN GROUP:

Planning and Design Group is one of the most important multi-disciplinary section of DCSEM, which provides complete solution in fields of Architectural, Structural, Public Health, Electrical, Mechanical & HVAC to the projects undertaken by DCSEM, right from conceptualization, planning and design to provide support for execution till completion of project. It provides detailed Technical & engineering support to this Unit, to meet continuously increasing demand and expectations of Department of Atomic Energy and its Aided / Autonomous Institutes in pursuance of their requirement for development of infra-structure for scientific and technological activities as well as for welfare of its employees. It also provides technical support in up-keeping of facilities of above units for uninterrupted use and undertake analysis / audit of old structures, whenever required.

This Planning & Design group consists of following sections each reporting to Director, DCSEM.

a) Planning, Coordination & Design Section (PCD - Section)
b) Electrical and Mechanical Design Section (E&M - Section)

ORGANISATIONAL CHART OF PLANNING AND DESIGN GROUP



2. ALLOCATION OF WORK TO PLANNING & DESIGN GROUP:

The following are the different Categories of works

2.1 Development Work under Capital Budget:

a) CE for the work is identified by the Director.
b) DPR for the proposed work is prepared by concerned CE.
c) On approval of financial sanction from DAE, project is initiated with the approval of Director.
d) No. of packages / detailed planning of activities are decided by Director in consultation with concerned CEs.
e) Project is assigned to planning & design group (i.e. CE (PCD) & Head Designs E&M) by the Director for detailed engineering and further action.

2.2 Major works of DAE and other DAE Units:

2.2.1 Work where Secretary, DAE directly assigns the project to DCSEM

a) Work is taken up based on decision of DAE.
b) Copy of DPR / FS and fund availability is obtained from concerned Project Coordinator/ Unit / DAE.
c) No. of packages / detailed planning of activities are decided by Director in consultation with concerned CEs.
d) Project is assigned to planning and design group (i.e. C.E. (PCD) & Head Designs E&M) by the Director for detailed engineering and further action.

2.2.2 Deposit works of Autonomous Units of DAE

a) Work is taken up as deposit work on request from competent authority of concerned Autonomous body of DAE.
b) Project coordinator / CE is decided by Director, DCSEM.
c) Obtain copy of DPR along with schedule of expenditure and availability of financial sanction for the project.
d) No. of packages / detailed planning of activities are decided by Director in consultation with concerned CEs.
e) Project is assigned to planning and design group (i.e. C.E. (PCD) & Head Designs E&M) by the Director for detailed engineering.

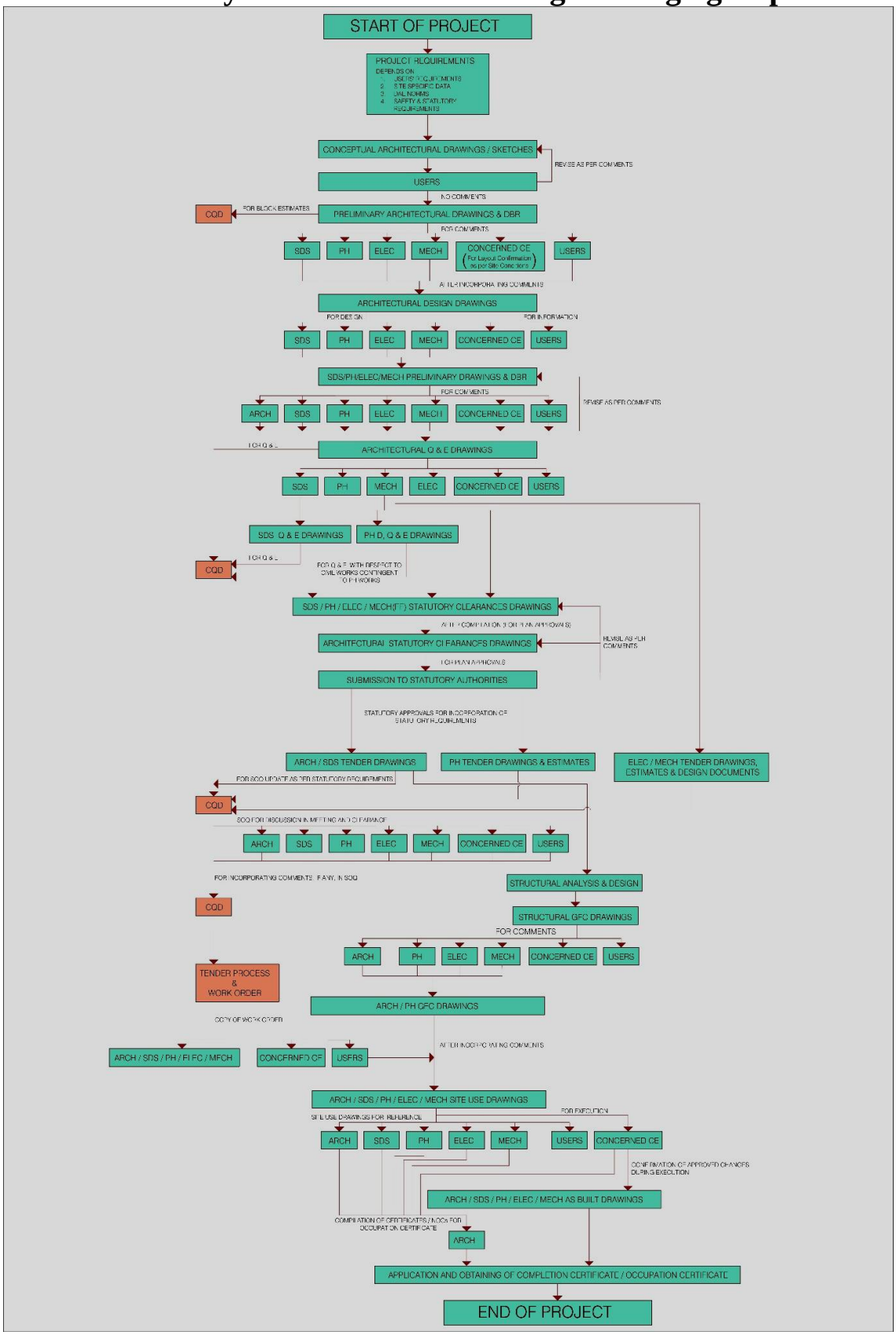
3. Group Activities:

Planning & Design group is involved in Planning, Coordination and Design of Architectural, Structural, Public Health, Electrical and Mechanical works, which include:

a) Collection of User's requirement and site related data.
b) Preparation of project requirements and Design basis report
c) Planning of work & time schedule of various activities for progress monitoring
d) Preparation of conceptual and preliminary drawings for further discussion with users & finalization of project requirement and obtaining subsequent approval.

e) Development of drawing and design report for statutory approval.
f) Obtaining necessary statutory approval from Authorities.
g) Detailed design and development of engineering drawings including services required for the project.
h) Review of design documents and drawings submitted by external Consultants / Agencies.
i) Preparation of estimates of PH and E&M works.
j) Providing technical support to construction group during progress of work.
k) Evaluation & approval of make of new materials & manufacturers as required.
l) Providing support to maintenance group in up-keeping of old structures / services.
m) Developing innovative approach in design for techno-economic benefit, sustainability and durability.
n) Augmentation of group efficiency through impart of training to individual officer / staff and by introduction of new software / Technology.
o) Evaluation of agencies participating in tender.
p) Participating in pre-dispatch inspection of materials at manufacturers' works as required.
q) Technical co-ordination with respect to maintaining record of DPR of various projects, Compilation of progress reports of the projects received from the construction group and sending monthly, quarterly & annual progress reports etc to DAE.
r) Preparation of annual plan for the projects in co-ordination with all the CE's/Section heads and JC (F&A).
s) Interaction with Audit party in resolving queries pertaining to plan projects etc.
t) Other peripheral works as instructed by Director.

Activity Flow Chart of Planning & Design group:



4. ACTIVITIES OF CHIEF ENGINEER (PCD):

4.1 *Responsibility towards Planning & Design group activities:*

Planning & Design group is one of the important groups of DCSEM. On assignment of work to this group, micro level planning of various activities listed under **Sr. no.3** above, is done by C.E. (PCD), project wise through following process:

a) Conducting internal coordination meeting to discuss assigned project, in relation to major mile stones set by Director, among the Architects and Engineers of the various sections under this group.
b) Identify requirements and activities specific to the project from conceptualization to completion of each project.
c) Set time frame for completion of each activity depending on resource, constraint, need of interaction, complexity of work, likely hood of availability of all the information needed for design, time required for statutory approval, clearances from concerned parties, regulatory authorities wherever required, time required for collection of site specific design inputs, etc.
d) Set starting and completion date of each individual activity consistent with mile stone set.
e) Removal of conflict of time schedule among interlinked activities of other groups (Construction& Maintenance) through coordination meeting with nodal officer of individual group.

4.2. *Responsibility towards PCD section:*

CE (PCD) has different sections headed by Head Architect, Head SDS, Head PH (Design) and Technical Coordinator (Projects).

CE (PCD) is responsible for following along with the works listed at **Sr. no. 4.1** above:

a) Distribution of work to different Sections & individual officer (in specific cases) as per requirement of project.
b) Assessment of work load and performance of individual for adherence to time schedule, etc.
c) Project Co-ordination, review and monitoring of above set target for adherence to the completion schedule by the group.
d) Planning site visit by designer for assessment of site suitability / constraints as per type and location of facility like space adequacy, constraints, availability of services (water, power, sewer, drainage etc.), accessibility, safety requirement, etc. w.r.t. design implication.
e) Conducting coordination meeting with concerned individual / section / units for finalization of pre project requirement for major works and finalization of design inputs.
f) Review / Approval of design approach for compliance of codal and safety requirement of the project.

g) Formation of design team for the project.
h) Review / Approval of design basis & drawings for its content, accuracy, sufficiency of information furnished in deliverables, etc.
i) Resolving planning & design issues pertaining to interdependent multi-disciplinary activities.
j) Knowledge sharing between designers and manufacturers of relevant new products through presentation by product supplier / manufacturers.
k) Evaluation & Shortlisting of consultants for the assigned work, in the case work is to be carried out by external consultants / agency.
l) Review / discussion on DBR, Design documents and drawings submitted by Consultant for compliance of design requirements and setting up time frame & format for documents submission.
m) Approval of construction products by factory inspection or onsite demonstration.
n) Knowledge and skill development through participation of DCSEM engineers/staff in technical workshops / training programs.
o) Review of conceptual drawings & DBR prepared by various sections prior to circulation to user & concerned CE for further comment.
p) Other miscellaneous works assigned by Director, DCSEM.

In addition to above listed works, CE (PCD) also oversees the execution of some of the main project works as assigned by Director.

5.0MAJOR ACTIVITIES OF INDIVIDUAL SECTIONS OF PCD:

5.1 ARCHITECTURAL SECTION.

The Architectural section consist of Head-Architect, Project Architects, Architect, Scientific Assistants (Architect) & Senior Technician. Scientific Assistants report to Project Architects, Senior Technician, and Architect & Project Architects report to Head-Architect. Further, Head-Architect reports to CE (PCD), DCSEM.

5.1.1 Nature of Work in Architectural Section

Architectural Section is responsible for the following:

a) Architectural Planning and designing of various construction projects, which include preparation of Master Layout plans, planning and design of various Individual buildings (such as residential buildings, office buildings, laboratories, Industrial) of the project Site development plans, Services buildings, preparation of coordinated services drawings, planning of landscaping work of the project etc..
b) Preparation of detailed design drawings at various stages for the various construction projects along with miscellaneous works.
c) Review of architectural design and detail drawings / documents of External Consultants.
d) Inspection of works for qualification of prospective Consultants / bidders.

e) Handling of Architectural consultancy contracts.
f) Preparation of infrastructure development drawings in coordination with maintenance group

5.1.3 Activities of Architectural section are as follows.

5.1.3.1 Architectural Planning and Designing of projects

a) Planning and Designing of Master Plan showing various Buildings, Roads, Recreational Spaces and Infrastructure Facilities
b) Planning and Designing of Individual Building Units.
c) Planning and Designing of Interiors & Furniture layout.
d) Planning and Designing of Buildings for Infrastructure facilities, as per the requirements, for functioning of the Services, such as Electrical Substations, UG Tank / Pump rooms, STP etc.

5.1.3.2 Scope of Work

Following is the scope of work in Architectural Section:

5.1.3.2.1 Concept Design

a) Collection of Users' requirements for the Project.
b) Visit to site to examine the site constraints, site potential and insist on topographical survey.
c) Survey of the proposed project site.
d) Preparation of Conceptual design and design basis report (DBR) based on the Users' requirements and site constraints.

5.1.3.2.2 Preliminary design

a) Preparation of preliminary designs based on accepted Conceptual design and comments of Users.
b) Issue of drawings for comments of SDS / PH / E&M sections.

5.1.3.2.3 Statutory Approval Stage

Preparation of drawings/documents for statutory clearances such as
a) Building Plan Approval,
b) Chief Fire Officer clearance (in co-ordination with E&M Section),
c) Tree Authority clearance (in co-ordination with H&CMS),
d) Airports Authority of India clearance.
e) Naval Armament Depot clearance.
f) Obtaining Occupation certificate

(For projects in Anushaktinagar and coordination with respective statutory authorities for above mentioned clearances).

Note:

All other statutory clearances such as Assessment Clearance, NOCs from AE(WW) / Electric supply co./ CE(SWD) / EE(SP) / HE / EE(SWM) / CFO completion NOC shall be obtained by respective sections of DCSEM and shall be forwarded to Architecture Section for final compliance for Occupation Certificate.

5.1.3.2.4 Working Drawings and Tender Drawings

a) Preparation of Working Drawings along with Schedule of Finishes for purpose of Design, Quantities & Estimation and Tendering actions.
b) Preparation and Issue of Tender drawings.

5.1.3.2.5 Good for Construction Drawings after issue of Work Order.

a) Issue of Site use Drawings and Details for Execution at site.
b) Approval of Samples of various elements and components.
c) Clearance of Shop drawings submitted by contractor/Vendors.
d) Site visits at regular intervals to inspect and to check if architectural requirements in construction are complied. The day to day supervision will be carried out by the Engineer-in-charge of the site, who shall execute the work as per architectural working drawings. Any changes, if required, as per site circumstances, shall be confirmed with architects before execution.
e) Arranging visits of statutory authorities during construction for plinth check and during Occupancy Certificate stage.

5.1.3.2.6 Completion Stage

a) Preparation and Submission of compliance Report and drawings for the project as required and assist user for obtaining "Completion/Occupation Certificate" from Statutory Authorities.
b) Preparation and issue of "As Built Drawings" based on feedback from site office.

5.1.3.2.7 Handling of Consultancy contracts

- Scrutinizing the bills of Architectural Consultants
- Ensuring compliance of Consultancy contract by the Architectural consultant.

5.1.3.3 Role of Head – Architect

a) To ensure Architectural Design is as per National Building Code (NBC), DAE norms/guidelines and local building bye-laws in respect of project handled by him.
b) To distribute the work among Project Architect / Architects.
c) To review the design and drawings for the projects carried out by Project Architect / Architect.
d) To overview the material specifications prepared by Quantity section.
e) To coordinate with Structural Engineers, Public Health Engineers & E&M sections and when needed to resolve various issues of design.

f) To oversee the day to day administrative activities of the Architectural section, correspondences / e-mails of Architectural section.
g) Periodical monitoring the progress of activities of section for various projects with respect to targets set.
h) To organize coordination with respective statutory authorities for statutory clearances such as Building Plan Approval, Chief Fire Officer clearance, and Tree Authority clearance, Airport Authority Clearance, and Naval Armament Depot clearance (for projects in Anushaktinagar).
i) Attending meetings related to assigned projects.
j) Site visits at regular intervals to inspect and to check, if architectural requirements in construction are complied.

5.1.3.4 Role of Project Architect

a) Architectural Design shall be as per National Building Code (NBC), DAE norms/guidelines and local building bye-laws in respect of project handled by him.
b) Preparation of conceptual design, design based report, Architectural drawings with complete detailing and issue of drawings as per stages 1 to 6 as listed above.
c) Coordination with structural designers, Public Health Engineers, E&M designers and users for mutual compatibility of Architectural designs with Structural, Public Health and E&M designs.
d) Preparation of drawings/documents for statutory clearances such as Building Plan Approvals, Chief Fire Officer clearance, Tree Authority clearance, Airport Authority Clearance and Naval Armament Depot clearance (for projects in Anushaktinagar).
e) Timely completion of assigned targets within the stipulated due dates.
f) Assigning the detailing / drawing works and regular monitoring of work done by respective sub-ordinates for compliance of all design related standards.
g) Finalization of Clarifications for Pre-bid queries with respect to architectural details.
h) Attending meetings related to assigned projects.
i) Site visits at regular intervals to inspect and to check, if architectural requirements in construction are compiled and for any site related issues.
j) Co-ordination with site pertaining to selection of samples, such as, colour selection, tiles selection, etc.
k) Review of architectural design and detailed drawings made by Consultant under consultancy contracts.
l) Co-ordination with MCGM officials at the time of their site inspection at various levels from plinth checking stage to completion checking stage (for occupation certificate).
m) Approval of samples, colour schemes, shop drawings submitted during construction stage.
n) Attending to other miscellaneous works / responsibilities assigned by competent authority.

5.1.3.5 Role of Architect:

a) To work under the guidance of respective reporting officer.

b) Architectural Design as per National Building Code (NBC), DAE norms/guidelines and local building bye-laws in respect of project as assigned to them.
c) Preparation of Architecture drawings with complete detailing and issue of drawings for stages listed under 5.1.3.2.
d) Revise the drawings as per Coordination of respective reporting officer with structural designers, Public Health Engineers, E&M designers and users for mutual compatibility of Architectural designs with Structural, Public Health and E&M designs.
e) Preparation of architectural presentations.
f) Attending meetings related to assigned projects along with reporting officer, if required.
g) Preparation of drawings/documents for statutory clearances such as Building Approval, Chief Fire Officer clearance, and Tree Authority clearance, Naval Armament Depot clearance (for projects in Anushaktinagar).
h) Co-ordination with MCGM officials at the time of their site inspection at various levels from plinth checking stage to completion checking stage (for occupation certificate).
i) To assist respective reporting officer for timely completion of assigned targets within the stipulated due dates.
j) Site visits at regular intervals, as per instructions of reporting officer, to inspect and to check, if architectural requirements in construction are complied, and for any site related issues.
k) Co-ordination with site pertaining to selection of samples, such as, colour selection, tiles selection, etc., as per instructions of reporting officer.
l) Preparation of completion drawings (as built drawings) after receipt of the confirmation of changes etc., from site office.
m) Attending to other miscellaneous works as assigned by the respective reporting officer.

5.1.3.6 Distribution of the work

Works among architects are distributed according to the expertise of the architect and as per the work load among the architects by the competent authority.

5.1.3.7 Design Aids

1) **Auto CADD -** Autodesk Computer Aided Architectural Design and Drafting software application for design and preparation of architectural drawings.
2) **Power Point -** Microsoft presentation software application for preparation of presentations.

5.1.3.8List of Standards and Manuals referred by Architectural Section

The following are the brief list of Standards & Manuals which shall be followed by Architectural section while designing works for the project.

01	Council of Architecture for guidelines of Architectural Services.
02	National Building Code of India
03	Development Control Rules of Local Municipal Authorities
04	DAE Norms / Guidelines

5.2 Structural Design Section (SDS):

5.2.1 Preface:

Structural Design Section consists of Head SDS, Structural Design Engineers, Scientific Assistants, Draftsmen, Technicians and Work assistants.

Technicians, Draftsmen and Scientific Assistants report to Design Engineers, Design Engineers report to Head, SDS and Head SDS reports to Chief Engineer (PCD).

Contact details of Head SDS are as follows:

Name	Designation	Phone	E mail id
Shri. R. Sharma	Head SDS	2548 7320	rsharma@dcsem.gov.in

5.2.2 Nature of work in SDS:

a) Analysis and Design of Various conventional structures like Residential Buildings, Office buildings, Industrial structures etc.
b) Analysis and design of Nuclear related structures with limited radioactivity.
c) Analysis and design of special structure like Elevated service reservoirs, UG tanks, swimming pools, Bridges and culverts etc.
d) Review and proof checking of design documents/drawings of External Consultants.
e) Structural Auditing of Old Buildings and designing the retrofitting schemes

5.2.3 Major activities of SDS

a) Preparation of preliminary Structural drawings based on Architectural Design drawings wherein tentative location, orientation and sizes of columns, beams and location of expansion joints are shown.

b) Coordinating with different sections of DCSEM and users w.r.t their latest / revised requirements, if any.
c) Preparation & issue of Structural Design Basis report (DBR) along with Floor load data sheet for approval of User and comments by Architectural, PH and E&M sections.
d) Preparation and issue of structural drawings for statutory approval based on Architectural drawings for statutory clearance, if required.
e) Preparation & issue of Tender and Quantity purpose drawings based on the Tender and quantity purpose Arch / PH / E&M drawings.
f) Modeling the geometry of structure and performing analysis and design as per approved DBR using Analysis & Design software and also in-house packages.
g) Preparation of GFC drawings with reinforcement detailing through Draftsman.
h) Checking the drawings prepared by draftsman and getting it finalized in all respects for approval of Head SDS.
i) Issue of GFC drawings to concerned Chief Engineer, Architect, PH and E&M for comments.
j) Preparation of Site-use drawings based on comments received on GFC drawings from various sections.
k) Issue of approved Site use structural drawings to concerned Chief Engineer for execution and to other sections of DCSEM for reference.
l) Incorporating revisions in design and drawings due to site requirements / constraints and then issuing revised site-use drawings.
m) Checking of Fabrication / shop drawings submitted by the contractor including review of its design.
n) Design review of Form work / Scaffolding, Structural glazing, Gantry girder, Sheet piling, etc. submitted by Contractors.
o) Visiting the site from time to time to check the compliance of design intent and also visiting site as and when required for pour clearances and other site related issues.
p) Issue of Structural drawings for Site development works such as Retaining walls, Compound walls, Storm water drains, Culverts, Rain water harvesting, Entrance gate, Foundation of street light pole etc.
q) Review of Design documents (i.e. DBR, Analytical model and Sample design of column, footing, beam and slab) submitted by external consultants appointed by DCSEM for Major Projects.
r) Carrying out Structural Audit of old Buildings of DAE, whenever required, and preparing Structural Audit report with recommendations for submission to Competent Authority.
s) Development of case specific rehabilitation / retrofitting schemes.
t) Providing design support to all sections of DCSEM.
u) Other miscellaneous works as assigned by Competent Authority from time to time.

5.2.4 Role of Head, SDS

a) Distribution of work among all Engineers, considering special nature of some works, particular designer having experience of doing similar works may be given that work to take advantage of his experience and complete the work with comparatively less time.
b) Formation of design team for major projects to share the work load and to reduce analysis & design time.

c) Review of Structural DBR, design and drawings for compliance w.r.t Project requirements, Local Bylaws, latest codal provisions, Constructability, Durability and Maintenance aspects etc.
d) Overall checking of Structural drawings for approval by Competent Authority, before release for construction.
e) Coordinating with other Section Heads of DCSEM and User during planning, design and execution of various projects.
f) Issue of Structural Stability certificate to local authority.
g) Visiting site as and when required for various needs.
h) Routine administrative works of SDS.
i) Other miscellaneous works / responsibilities assigned by C.A.

5.2.5 Role of Structural Design Engineer:

a) Preparation of Preliminary structural drawings based on Architectural design drawings.
b) Preparation of Structural DBR (Design Basis Report) & Floor load data sheet.
c) Finalization of analysis and Design philosophy and Preparation of structural drawing for statutory clearance, if required.
d) Preparation of Tender drawings (with preliminary design suitable for estimation and tender purpose).
e) Development of Analytical model for Structural analysis and design as per approved DBR.
f) Checking of design and preparing drawings through Draftsman for compliance of design consideration and to ensure quality & accuracy in drawing before sending for further approval.
g) Issue GFC drawings (after finalization of design and issue within PCD and to concerned CE) for comments.
h) Issue Site use drawings (to concerned CE for execution and users/PCD Sections for reference).
i) Revision in design and drawings due to site requirements / constraints and users requirement.
j) Reply to queries received from various sections, site, user, etc.
k) Review of design documents and drawings of external consultants / agencies.
l) Miscellaneous works like preparation of clarifications, inspection at manufacturers work, etc.
m) Providing site support for clearance of design intent, approval of founding strata, resolving site snags, etc.
n) Structural Audit of old buildings, whenever required.
o) Development of case specific rehabilitation / retrofitting scheme.
p) Other miscellaneous works / responsibilities as assigned by Head SDS.
q) Analysis and design work done by Junior Design Engineers is regularly monitored by Senior Design Engineers with whom they work for compliance of all design related codal provisions and standard practices, etc.

5.2.6 Design Aids & References

Software:

a) STAAD. Pro - Structural analysis and Design software which is used to generate 3-D model, verification, analysis, design and review of results.
b) In-house package for design of Footings, Slabs and Retaining walls etc.
c) AutoCAD – Autodesk Computer Aided Drafting software application used to prepare drawings.

5.2.7 List of Standards and Codes referred by SDS

Sr. No.	Code / standards / special publications	Title
1.	IS 456	Plain and Reinforced Concrete - Code of Practice
2.	IS 800	General construction in steel – Code of practice
3.	IS 806	Code of Practice for Use of Steel Tubes In General Building Construction
4.	IS 807	Design, erection and testing (structural portion) of cranes and hoists - Code of practice
5.	IS 875 (Part 1 to 5)	Code of practice for design loads (other than earthquake) for building and structures
6.	IS 1080	Code of Practice For Design And Construction Of Shallow Foundations in Soils (other than Raft, Ring and Shell)
7.	IS 1161	Steel Tubes for Structural Purposes
8.	IS 1786	High strength deformed steel bars and wires for concrete reinforcement
9.	IS 1893 (Part 1 to 4)	Criteria for Earthquake Resistant design of structures
10.	IS 1904	Code of practice for design and construction of foundations in soils: General requirements
11.	IS 1905	Code of Practice for Structural use of Unreinforced Masonry
12.	IS 2062	Hot Rolled Medium and High Tensile Structural Steel
13.	IS 2911 (Part 1 & 4)	Design and Construction of pile foundations – Code of practice Part 1 – Concrete piles (Section 2) Bored Cast-in-situ concrete piles

14.	IS 2950 (Part 1)	Code of practice for design and construction of raft foundations Part 1 : Design
15.	IS 2974 (Part 1 to 4)	Code of practice for design and construction of machine foundations:
16.	IS 3370 (Part 1, 2 & 4)	Concrete structures for the storage of liquids – Code of practice
17.	IS 4923	Hollow steel sections for structural use - Specification
18.	IS 4990	Plywood for concrete shuttering work
19.	IS 11384	Code of Practice for Composite Construction in Structural Steel and Concrete
20.	IS 13311 (Part1 & 2)	Non-destructive testing of concrete
21.	IS 13620	Fusion bonded epoxy coated reinforcing bars
22.	IS 13920	Ductile Design and Detailing of Reinforced Concrete structures subjected to Seismic forces – Code of practice
23.	IS 13935	Seismic Evaluation, Repair and Strengthening of Masonry Buildings – Guidelines
24.	IS 14687	False-work for Concrete Structures
25.	IS 15988	Seismic Evaluation and Strengthening of Existing Reinforced Concrete Building
26.	IS 16172	Reinforcement Couplers for Mechanical Splices of Bars in Concrete – Specification
27.	SP 16	Design Aids for Reinforced concrete to IS 456
28.	SP24	Explanatory Handbook on Indian Standard Code of Practice for Plain and Reinforced Concrete
29.	SP34	Handbook on Concrete Reinforcement and Detailing
30.	SP 38	Handbook of Typified Designs for Structures With Steel Roof Trusses (With and Without Cranes) (Based on IS Codes)
31.	IRC 6	Standard Specification code of practice for road bridges Section 2: Loads and Stresses
32.	IRC 21	Standard Specification code of practice for road bridges Section 3: Cement Concrete (Plain & Reinforced)

33.	IRC 78	Standard Specification code of practice for road bridges Section 7: Foundation & Superstructure
34.	*AERB*/SS/*CSE-1*	Design of concrete structures important to safety of. Nuclear facilities
35.	*AERB*/SS/*CSE-2*	Design, fabrication and erection of steel structures important to safety of nuclear structures.
36.	AERB/SG/IS-5	Safety Requirement on Accelerator
37.	*ASCE 4*	Seismic Analysis of Safety-related nuclear structures
38.	IAEA-TECDOC-1347	Consideration of external events in the design of nuclear facilities other than nuclear power plants, with emphasis on earthquakes

5.3 PH (Design) Section

The PH (Design) section consists of Head, PH (Design), designers & draftsman. Draftsmen report to Designer, designer reports to Head, PH (Design) and Head, PH (Design) reports to CE, PCD, DCSEM.

5.3.1 Nature of Works in PH (Design) Section

Designing, estimating, preparing and issuing drawings at various stages (including statutory clearance drawings) for the internal and external public health Systems of projects (Residential building, office buildings, Industrial structure etc.,) and other miscellaneous works.

5.3.2 Major Activities of PH (Design) Section

5.3.2.1 Designing of Internal PH systems for projects which consists of the following.

a) Designing of Plumbing for internal Domestic water supply
b) Designing of Plumbing for internal Flushing water supply
c) Designing of Plumbing for Internal Drainage system
d) Designing of Terrace looping
e) Designing the capacity & compartment arrangements of Overhead water tanks after receipt of firefighting tank requirement from E&M (Design) Section

5.3.2.2 Designing of External PH systems for projects which consists of following.

a) Evaluating Water requirement for the whole project
b) Designing of External Domestic water supply system.

c) Designing the External Flushing water supply system
d) Designing the capacity & compartment arrangements of Under Ground Tank / Elevated service Reservoir (ESR) after receipt of firefighting tank requirement from E&M (Design) Section
e) Designing the Storm water drains
f) Designing the External Sewerage system
g) Designing the Rain water harvesting
h) Designing the Garden water supply system.
i) Hydraulic sizing of STP will be done by PH (Design) section, whereas designing of Electro Mechanical equipment's, interconnecting piping & Electrical part of designing and pumping system will be done by E&M (Design) section.

5.3.2.3 Preparation and issue of following drawings for above listed design works

A. **<u>Internal PH</u>:**

a) Preparation & Issue of preliminary drawings/ comments (ensuring the size of the PH shaft as per PH requirement, indicating the sunken slabs portions in toilets &it's levels, indicating the capacity & compartment arrangements of Overhead tanks, etc.) based on Architectural preliminary drawing
b) Preparation & Issue of DBR for internal PH
c) Preparation & Issue of drawings for statutory clearances drawings (As per statutory body's requirements).
d) Preparation & Issue of Tender drawings (after detailed design).
e) Preparation & Issue of Detailed Estimate
f) Preparation & Issue of GFC drawings (to CE's site office / users / PCD sections for final comments).
g) Preparation & Issue of site use drawings (CE's site office / users / PCD sections after incorporating all requirements as per statutory clearances requirements, etc.) for execution.
h) Review of shop drawing submitted by the contractors including review of its design if required
i) Revision of designs and drawings due to any site requirements.

B. **<u>External PH:</u>**

a) Preparation & Issue of Conceptual PH drawings (for issue in PCD for comments after arch site development drawings.
b) Preparation & Issue of Preliminary drawings (for comments from Designers and concerned CE/site office).
c) Preparation & Issue of DBR
d) Preparation & Issue of drawings for statutory clearances drawings (as per statutory body's requirements).
e) Preparation & Issue of Tender drawings (after detailed design).
f) Preparation & Issue of GFC drawings (to CE's site office / users / PCD sections for final comments).
g) Preparation & Issue of Site use drawings (CE's site office / users / PCD sections after incorporation as per statutory clearances requirements, etc.,) for execution.

h) Review of shop drawing submitted by the contractors including review of its design if required.
i) Revision of design and drawing due to any site requirements.

5.3.3 Estimation, DBR & other works

a) Preparation & issue of estimates for above listed internal and External PH works
b) Preparation & issue of DBR for above listed internal and External PH works
c) Preparation & issue of documents for statutory approval
d) Review & updating of approved list of materials of PH works

5.3.4 Role of Head PH (Design) Section

a) To carry out the design works in respects of projects handled by him.
b) To distribute the work among design Engineers
c) To review the design and drawings for the projects done by reporting PH designers
d) To review the estimates prepared by reporting design Engineers
e) To coordinate with Architect, Structural Engineers & E&M section and statutory authorities as and when needed to resolve the issues of reporting PH designers
f) To oversee the day to day administrative activities of the PH (Design) section, making correspondences/ E mails of PH (Design) section, etc.,
g) Periodical monitoring the progress of activities of PH (Design) section for achievement of targets of PH (Design) section.
h) Visit to site as and when required to resolve site issues.

5.3.5 Role of Designer

a) Designing the internal & External PH systems
b) Preparation of PH drawings for the designed PH systems (Internal, external, statutory clearance drawings etc.) through draftsman and verification of the same before issue.
c) Preparation of Estimates for required PH works.
d) Coordination with Architects, structural designers, E&M designers and users for mutual compatibility of PH designs with Architectural, Structural and E&M designs.
e) Preparation of PH related documents for statutory clearances and coordination with architects & statutory authorities (if needed) in the process of statutory clearances.
f) Timely completion of assigned targets within the stipulated due dates
g) Attending to other miscellaneous PH (Design) related works as assigned by the competent authority.
h) Visiting site as and when required to resolve site issues.

5.3.6 List of Standards, Codes & Manuals referred by PH (Design) Section

Sl No	IS Code / Manual	Title
1	SP 7	National Building Code of India – Group 5 - Part 9 Plumbing Services - Section 1 Water Supply, Drainage and Sanitation(Including Solid Waste Management)
2	SP 35	Hand book on water supply and drainage
3	Manual	Manual on water supply & treatment published by Central Public Health and Environmental Engineering organization (CPHEEO), Ministry of Urban development, Govt. of India
4	Manual	Manual on Sewerage & sewage treatment published by Central Public Health and Environmental Engineering organization (CPHEEO), Ministry of Urban development, Govt of India
5	2065 : 1983	Code of practice for water supply in buildings
6	6295 : 1986	Code of practice for water supply and drainage in high altitudes and/or sub-zero temperature regions (first revision)
7	2470: (Part 1) : 1985	Code of practice for installation of septic tanks Design criteria and construction (second revision)
8	2470: (Part 2) : 1985	Secondary treatment and disposal of septic tank effluent (second revision)
9	5329 : 1983	Code of practice for sanitary pipe work above ground for buildings (first revision)
10	4111: (Part 1) : 1986	Code of practice for ancillary structures in sewerage system: Part 1 Manholes
11	14961 : 2001	Guidelines for rain water harvesting in hilly areas by roof water collection system
12	1742 : 1983	1983 Code of practice for building drainage (second revision
13	2064 : 1993	Code of practice for selection, installation and maintenance of sanitary appliances (second revision)
14	IRC–SP 50	Guidelines on urban drainage
15	IS 8835	Guidelines for planning and design of surface drains
16	IS 15792	Artificial Recharge of Ground water Guidelines
17	CPWD Manual	Rainwater harvesting and conservation

5.4 Technical Coordinator (projects)

TC (P) is involved in maintaining record of DPR of various projects, compilation of progress reports of the projects received from the construction/design/maintenance

groups and sending monthly, quarterly & annual progress report etc. to DAE, preparing annual plan for the projects in co-ordination with all the CE's/Section Heads and JC (F&A), interaction with Audit party in resolving queries pertaining to plan Projects etc.

5.4.1 Role of TC (P):

a) To keep record of Detailed Project Reports (DPR)
b) Collecting information from all CEs, Section Heads and prepare Major Achievements.
c) Preparing & forwarding the proposal for "Award of Update Allowance" for Major Achievements by DCSEM.
d) Compiling financial & physical progress of works by generating 'Monthly Progress Reports' in required format as per guidelines of DAE.
e) Compiling the progress for Major valued works by generating 'Reports' for all the 'Quarterly Progress Reports' for works costing more than 5 crores for civil works & more than 1.00 crore for Electrical & Mech. Works.
f) Preparing/generating 'Annual Report' as per guidelines/standard format issued by DAE including collecting data & photographs of the major projects carried out by DCSEM.
g) To prepare the report of works of DCSEM for works costing more than 300 crores for onward transmission to Prime Minister Office every month
h) Preparing of Monthly Expenditure Plan (MEP) in co-ordination with Account Section/JC(F&A)
i) To generate Annual Plan every year in co-ordination with all the CE's/Section Heads of DCSEM in consultation with JC(F&A)& sent to DAE
j) Coordinating with all Chief Engineers & Head of Sections along with JC(F&A) while preparing Budget proposals like Budget Estimate & Revised Estimate (RE) every year
k) Interacting with Audit party for Review of plan Projects/Internal Inspection of works (IIW) for query of last year's works done. Collecting information from concern Section Heads& combine the information to suit reply to their query.
l) Co-ordinate with JC (F&A) to prepare Outcome Budget.
m) Prepare input of DCSEM for Chairman, AEC in consultation with CE(PCD)
n) Sending information on the current & ongoing programs & projects in DCSEM to HRDD along with latest photographs as and when required.

6.0 Electrical and Mechanical Design Section (E&M Design Section)

Design (E&M) section is headed by Head, Design (E&M) and comprises of Electrical & Mechanical design section along with common E&M design drawing office.

Electrical Design Engineers report to E-I-C (Elect. Design) & who in turn report to Head, Design (E&M).
Mechanical Design Engineers report directly to Head, Design (E&M).

The Office support staff including Sr. Clerk & Work Assistant report directly to Head, Design (E&M).

6.1 Nature of Work: -

Design (E&M) section is responsible for planning & design of electrical, mechanical services for various offices, Laboratories, Hospitals, safety related structures, residential, industrial & utility buildings.

6.1.1 The **Electrical Design Section** is responsible for planning & design of: -

a) Electrical power distribution involving selection of HT & LT switchgear, transformers, DG sets cables, lighting design, earthing, lightning protection etc.
b) Elevator works.
c) Passive LAN system.
d) Telephone system.
e) TV distribution system.
f) Fire alarm & emergency voice evacuation (PA) system.
g) UPS system.
h) Street & area lighting.
i) Electrical services in respect to HVAC, Pumping, fire-fighting, STP, ETP, Solar hot water system etc.
j) Audio reinforcement & video projection and presentation system.
k) Building Management System.
l) Non conventional, renewable energy system viz. solar, wind etc.

6.1.2 The **Mechanical design Section** is responsible for planning & design of:-

a) Heating, ventilation & Air conditioning (HVAC) works.
b) Fire-fighting system works.
c) EOT crane.
d) Domestic water & flushing water pumping system.
e) STP(electromechanical) and pumping
f) Piping design for radioactive waste including waste disposal system (solid, liquid, gas)
g) Other mechanical works as required.

6.3 Design (E&M) section activities:-

a) Preliminary planning of E&M services after studying architectural drawing, user requirement and considering codal provisions.
b) Communicating with Project Architect, Structural Design Section & PH Section for incorporating necessary provisions for various E&M Services as applicable, in respective drawings.
c) Preparation of drawing & DBR required for statutory authority/ users.
d) Preparation of DBR, Specification, SOQ, Drawing for tender purpose.
e) Incorporating revisions in design and drawing arising due to changes in Arch./PH/SDS drawings and user's requirements.
f) Preparation & issue of site use drawings.
g) Clarifications for pre bid queries related to E&M works.
h) Inspection and testing of equipment's at manufacturers works as and when required.

i) Evaluation of agencies as required by Centralised Quantity Division
j) Design review of documents submitted by consultants & provide feedback / corrections for finalization of documents.
k) Site visit during work execution stage, as requested by E-I-C/ CE for clarification/ modifications due to site conditions/constraints.
l) Offering comments on working drawings as required/requested by EIC.
m) Providing design support to Maintenance group as & when instructed by Competent Authority.
n) Periodic review of makes of materials.
o) Other miscellaneous works assigned by competent authority from time to time.

6.4 Design Tools:-

The software tools used in Design (E&M) section are as follows: -
1) AUTO CAD – 2016
2) DIALUX – for Lighting Design.

6.5 Responsibilities of E&M Design Engineers, EIC (Elect. Design) & Head Design (E&M):

6.5.1 E&M Design Engineer: - E&M designers shall be responsible for:-

b) Monthly planning of job assigned to complete the same and to meet the set target.
c) Obtain users requirement for the services of the project.
d) Review of architectural drawing (conceptual) and preliminary planning of (E&M) services required for the project.
e) Co-ordination with Project architect for various E&M space provisions required to be included in architectural drawing based on project requirement, as per codes, site conditions, site constraints if any, etc.
f) Modifications of DBR, if any required, after obtaining comments from users, architectural, structural, PH and other sections.
g) Facilitates to send DBR and drawing to project architect for obtaining statutory approval from local authority as required.
h) Preparations of final DBR taking into consideration of requirement of statutory authority and any further comments received from various sections.
i) Preparations of detailed drawings for the required project to be sent to other sections for comments.
j) Preparation of final drawings, specifications, SOQ, estimate, drawings for tender purpose.
k) Preparation of clarifications for pre bid queries related to E&M works.
l) Inspection and testing of equipment at manufacturers works as and when required.
m) Evaluation of agencies as required by quantity section.
n) Maintaining proper records of all design documents, correspondence, user's comments, approvals, if any, including from statutory authority.
o) Offering comments on working drawings as required/requested by EIC.
p) Design review of documents submitted by consultants & provide feedback / corrections for finalization of documents.

6.5.2 E-I-C (Elect. Design): -

EIC (Elect. Design) shall be responsible for:-

a) Overall responsibility of electrical design work.
b) Allocation of work among electrical design engineers & ensure their timely completion for compliance as per planned schedule.
c) Finalization of design approach based on inputs received & project requirements.
d) Review of Electrical DBR & drawings prepared by engineers prior to sending various sections / users & for site use.
e) Review of tender documents & estimate for electrical works.
f) Site visit & meeting with concerned state DISCOM along with user for planning receipt of power supply in campus.
g) Site visit during work execution stage, as requested by EIC/CE/Head Design (E&M) for clarification / modification due to site conditions / constraints.
h) To coordinate & regulate the work of E&M design drawing office.
i) Other miscellaneous works / responsibilities assigned by competent authority.

6.5.3 Head Design (E&M):-

Head Design (E&M) shall be responsible for:-

a) Planning of the work for Design (E&M) section as per the set target.
b) Allocation of work among Engineers & subordinates.
c) Monitoring of progress of work for compliance as per planned schedule.
d) Assessment of site suitability / constraints for sitting of service block, receipt of power supply, water supply, safety requirement etc. w.r.t (E&M) design implications.
e) Finalization of design approach based on project requirement, stipulation of local authority & documentation requirement.
f) Resolving planning & Design issues in consultation with CE (PCD) pertaining to interdependence for civil & E&M activities.
g) Finalization of design documents before tendering.
h) Arrangement of technical presentation by suppliers and manufacturers for updating latest development in the field of work.
i) Planning knowledge up gradation & skill development of Design (E&M) engineers through participation in technical workshop / seminar / training programme etc.
j) Review of design document and drawing submitted by consultant for compliance of design requirement for (E&M) works.
k) Review & Updating makes of materials
l) Other miscellaneous works assigned by Director, DCSEM.

CENTRALIZED QUANTITY DIVISION

CENTRALIZED QUANTITY DIVISION

FUNCTIONS OF CENTRALIZED QUANTITY DIVISION

- Taking tendering action for all works of DCSEM including Plan projects, maintenance & deposit works etc.
- Consolidation of BOQ, estimate, specification, makes of materials etc. and preparation of tender documents.
- Issue of technical Sanction after administrative approval.
- Carrying out tendering process through e-tendering or manual mode for NIT, its publication, opening of bids, processing tender & issue of work order as per DAE work procedure.
- Processing of proposals for anticipated variation, deviated items, extra items, substituted items, final variation, final extension of time and technical check in line with DAE work procedure and related DCSEM work instruction issued from time to time.
- Updating schedule of rates, specification & Condition of Contract as per CPWD Guidelines etc.
- Updating of list of manufacturers/ materials
- Issue of work instruction.
- Initiation of revision of DAE work procedure
- Updating of SOR etc.

Centralized Quantity Division (CQD) consist of three sections:

Quantity Section – A: This section is responsible for works related to Plan projects of the department & deposit works.

Quantity Section – B: This Section is responsible for works related Plan projects & maintenance works.

Quantity Section –C: This Section is responsible for works related to Electrical, Mechanical & IT works for plan projects, maintenance works of the department & deposit works.

1. AUTHORIZATION

Authorization for processing of tenders / works is delegated as per following:

- The officials of grade SO/TO/C and Scientific Assistants are authorized to process the tenders / works up to Rs.20.00 Lakhs.

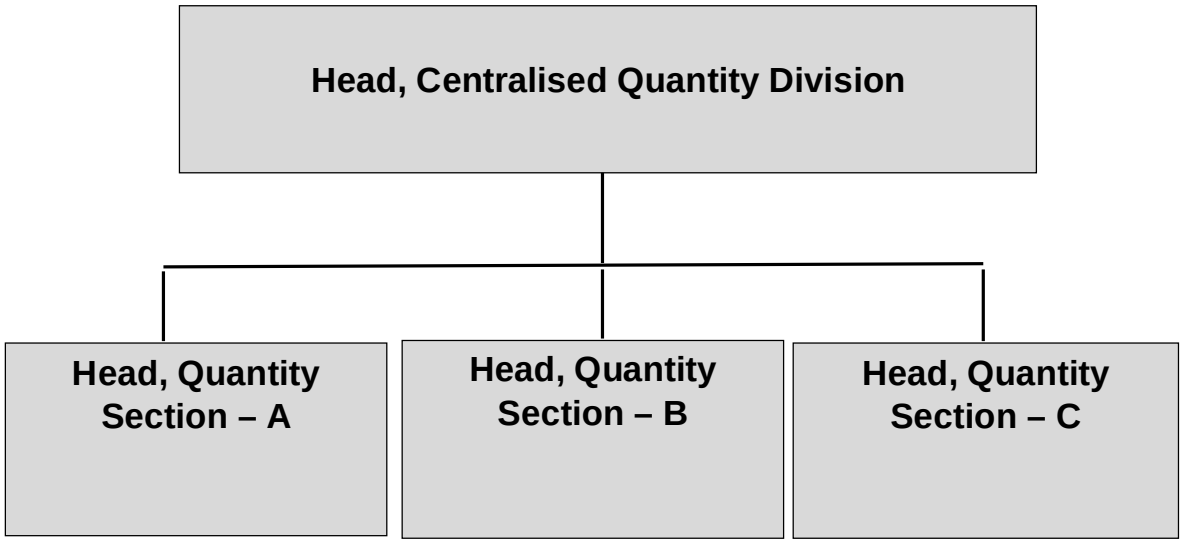
- The officials of grade SO/D, TO/D and SA/F are authorised to process the tenders / works up to Rs.40.00 Lakhs.

- The officials of grade SO/F, SO/E, TO/E and SA/G are authorised to process the tenders / works up to Rs.80.00 Lakhs.

- The proposals above Rs.80.00 Lakhs & up to Rs.200.00 Lakhs shall be processed through respective Section Heads.

- The proposals for nomination basis / limited tenders and proposals above Rs.200.00 Lakhs shall be processed through Section Head & Head, CQD.

2. ORGANISATIONAL STRUCTURE



3. ACTIVITIES

4.1 PRE- TENDER ACTIVITIES

4.2 POST- TENDER ACTIVITIES

4.3 MISC. ACTIVITIES

PRE- TENDER ACTIVITIES

Project Approval / Expenditure Sanction / Administrative Approval

Pre-requisites for execution of works:

(1) There are four main stages as follows in the execution of a work:
(i) Administrative approval
(ii) Expenditure sanction
(iii) Technical sanction
(iv) Availability of funds

(2) No work should normally be commenced or any liability thereon incurred until an administrative approval has been obtained, a properly prepared detailed estimate has

been technically sanctioned and where necessary expenditure sanction has been accorded and allotment of funds made.

"Administrative approval" is the communication of formal acceptance of the proposals by the competent authority of the Department requiring the work.

Block Estimate

On receipt of preliminary drawing from the Architect, the preliminary estimate is prepared based on the following:

i) Calculation of Plinth Area
ii) Calculate Cost Index
iii) Block Estimate based on Plinth area rate of CPWD 2012 or latest

Block Estimate is used for preparation Detailed Project report etc. for obtaining financial sanction.

Financial Sanction

Financial sanction is received from the DAE / Users with Amount of Financial sanction and Head of Account for charging the Expenditure.

Numbers of packages and action plan to be decided by the Competent Authority.

Detailed Estimate

1. Plan Project:

Receipt of Q/E drawings from different sections;

- Architectural
- Structural
- PH (Public Health)
- Electrical
- Mechanical

Detailed estimate to be prepared based on:

i) Detailed measurement from drawing
ii) Current SOR of BARC/ CPWD SOR
iii) Current Market Rate for non-schedule item
iv) Schedule of Quantity with Abstract

For PH, Electrical, Mechanical & IT Works, detailed estimates including DBR, specification, drawings etc. to be prepared by concerned design sections / IT section.

SOQ to be finalised based on combined discussion with concerned Chief Engineer / Users/ designers on SOQ.

2. Minor works

Detailed estimate for maintenance work is prepared by concerned unit based on their requirements.

Estimates more than Rs. 10 Lakhs and less than Rs. 50 Lakhs shall be scrutinised by Logistic Team of Civil/Electrical/Mechanical/IT works and forwarded to Head CQD through concerned CE for obtaining Administrative Approval from Director.

Estimates more than Rs. 50 Lakhs shall be scrutinised by Logistic Team of Civil/Electrical/Mechanical/IT works and forwarded to Design Review Committee for further scrutiny.

The scrutinized estimates are forwarded to Head CQD through concerned Chief Engineer, after obtaining administrative approvals from Director for further action.

Technical Sanction

A "Technical sanction" amounts to a guarantee that the proposals are technically sound and that the estimates are accurately prepared and based on adequate data.
Technical sanction is obtained based on the detailed estimate.
Approval of Technical Sanction – by Executive Engineer / Supdt. Engineer/Chief Engineer as per the delegation of Financial Powers.

Tendering

Normally tender should be called for all works costing more than Rs.50,000.00

1. Estimate Amount uptoRs..50,000.00
Quotations shall be collected from reputed agencies having experience of similar works by the concerned Engineer and opened in presence of Accounts representative.

2. Estimate Amount uptoRs. 5.00 lakhs
Local Tenders are invited in single bid tender.

3. Estimate Amount more than Rs. 5.00 lakhs
Public Tenders are invited through press in single/two bid tender & manual/ e-tender based on nature of work.

3.1 Estimate Amount uptoRs. 5 cr.
Tender shall be called preferably in 2 bids system. Financial Bids of technically qualified agencies shall only be opened.

3.2 Estimate Amount more than Rs. 5 cr.Up to Rs.20 cr.

Tender shall be called essentially in 2 bids system. Financial Bids of technically qualified agencies shall only be opened.

3.2. Estimate Amount more than Rs. 20.00 Crores
Tender shall be issued only to agencies pre-qualified. Tender shall be called essentially in 2 bids / 3 bids system.

Types of tenders

Item rate tender

Item rate tender is a work, where the items of work constituting a major part of the estimated cost put to tender are not based on the Department's Schedule of Rates. All the tenders invited in DCSEM are item rate tender. Contractor has to quote the rate item wise.

Limited tender

Restricted tenders can be called in the following cases with the prior approval of the competent authority.

i. The work is required to be executed with very great speed, and not all contractors are in a position to generate the same.

ii. Where the work is of special nature requiring specialised equipment, which is not likely to be available with all contractors.

iii. Where the work is of secret nature and public announcement is not desirable.

iv. Where the list of pre-qualified contractors is required to be shortened to a suitable limited number.

v. Other exigencies of the work so demand.

Nomination basis

Where the work is to be executed urgently and to keep services continuously functioning, the work is awarded on **Nomination.**

Ex-post facto basis

Where the work is to be executed on war footing and to keep services continuously functioning, the work is executed at same time with principle approval of competent authority and work order issued on completion of work with executed quantity.

Lump sum Tender

The lump-sum contract is a work, in which contractors are required to quote a lump-sum amount for completing the works in accordance with the given designs, drawings, specification and functional requirements as the case may be. Contractor has to quote lump sum amount for the work.

Percentage rate tender

Percentage rate tender is a tender for a work, where the items of work constituting a major part of the estimated cost put to tender are based on the Department's Schedule of Rates, irrespective of the value of the work. Contractor has to quote the tender in % above / below the DSR.

Tender for Specialized works

Maintenance of specialized E&M systems by Manufacturers / Authorized Agencies:

The Competent Authority will decide whether the system is to be got maintained by the Manufacturer / Authorized Agents for maintenance works or by specialized firms to be selected on basis of pre-qualification criterion.

Note:

When maintenance work is to be got awarded to Manufacturer / Authorized Agent, there is no need to call tender with press publicity. It is adequate to send the NIT to only the manufacturer/Authorized Agent. The tender accepting authority will be responsible for the best offer received and reasonability of rates.

The operation and maintenance including repairs of equipment's and systems listed under previous para shall also be treated as specialized items of works.

Pre-Qualification of Contractors

In case of specialized Civil works/ major works, Pre-Qualification of Contractor is invited to assess the technical capabilities, financial capacity, bidding capacity, time consciousness of tenderer based on pre-qualification tender document. Tenders are issued/ sold to pre-qualified agencies to participate in the tender.

Preparation of Draft Tenderdocument:

The advertisement shall be inserted in the press and should be brief, but clear in meaning. For economy in cost, following guidelines should be kept in view:

- Combined tender notice may be issued for all the works to be awarded around the same time.
- The official designation and address of the Officer should not be repeated at the end.

Details of estimated cost, earnest money, time allowed etc. should be indicated
Detailed NIT shall be uploaded in Department web site.

Salient features of Tender Notice

- **EMD (Earnest Money Deposit)**

  Earnest money is paid by each tenderer to enable the Government to ensure that a tenderer does not back out of his tender before its acceptance, or refuse to execute the work after it has been awarded to him.

Rates of EMD

1. For works estimated to cost up to Rs..Ten Crores: 2% of the estimate cost.
2. For works estimated to cost more than Rs.Ten Crores: Rs.Twenty Lakhs plus 1% (one percent) of the estimated cost in excess of Rs..Ten Crores.

Mode of Deposit:

The earnest money may be accepted only in the following forms:

- Cash upto Rs.10,000.00
- Treasury challan
- Deposit at call Receipt of a Scheduled Bank guaranteed by the Reserve Bank of India.
- Banker's cheque of a Scheduled Bank.
- Demand Draft of a Scheduled Bank.

- Fixed Deposit Receipt (FDR) of a Scheduled Bank.

A part of earnest money is acceptable in the form of bank guarantee also. In such cases 50% of earnest money or Rs.20 Lakhs whichever is less, will have to be deposited in the form prescribed above and balance can be accepted in from of bank Guarantee issue by a scheduled bank.

Forfeiture of earnest money

1) If any tenderer withdraws his tender before the expiry of the validity period, or before the issue of letter of acceptance, whichever is earlier, or makes any modification in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely .This provision would naturally apply only to the lowest tenderer once the earnest money of all the tenderers except those of the lowest is refunded.
2) If contractor fails to furnish the prescribed performance guarantee within the prescribed period, the earnest money is absolutely forfeited to the President automatically without any notice.
3) In case of forfeiture of earnest money as above, the tenderer shall not be allowed to participate in the retendering process of the work.

- **Solvency**

Solvency amount equal to 40% of the estimated cost put to Tender.

Turnover

The Bidder should have average annual financial turnover (gross) on construction work at least 50% of the estimated cost during the immediate last 3 consecutive financial years. Year in which no turnover is shown would also be considered for working out the average.

- **Profit and Loss**

The agency should not have incurred any loss **(profit after tax should be positive)** in more than two years during the last five consecutive immediate financial years ending 31st March of the previous financial year, duly certified by the licensed Chartered Accountant.

- **Similar works carried out by the Agency**

Contractors shall have to fulfil the criteria of satisfactory execution of works as given below:

Three similar works, each of value not less than 40% of the estimated cost put to tender

OR

Two similar works, each of value not less than 60% of the estimated cost

OR

One similar work of value not less than 80% of the estimated cost

AND

One completed work of any nature (either part of any of the above conditions or a separate one) costing not less than 40 % of the estimated cost in Government departments.

→ The amount to be rounded to nearest Rs. 10 lakhs.

→ The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to previous day of last date of submission of tender.

→ The definition of similar work is to be spelled out clearly in the NIT by NIT approving authority.

- **Performance Guarantee**

The successful tenderer, hereafter referred to as the contractor, shall deposit an amount equal to 5% of the tendered value of the work as performance guarantee in one of the forms as mentioned in detail NIT.

Time limit for submission of PG;

The time allowed for submission of the performance guarantee by the contractor shall be decided by the NIT approving authority for a period ranging from 4 to 15 days of the issue of the letter of acceptance, depending upon the magnitude and/or urgency of the work. This period can be further extended at the written request of the contractor by the Engineer-in-Charge for a maximum period ranging from 1 to 15 days with late fee @ 0.1% per day, of performance guarantee amount. Such time period shall be mentioned in the schedule F while finalizing the NIT.

- **Security Deposit**

A sum @ 2.5% of the gross amount of the bill shall be deducted from each running bill as well as final bill of the contractor. Such deduction shall be made unless the contractor has deposited the amount of security at the rate mentioned in cash or Government securities or fixed deposit receipts. This is in addition to the performance guarantee that the contractor is required to deposit as above.

Draft Tender documents

The Tender documents shall consist of:
- Salient Governing features of the Tender (Technical bid),
-Technical Bid data sheet,
-Financial Bid

All Draft Tender need not be cleared by Accounts. If any changes are incorporated in Tender, the same to be got cleared by Accounts.

Draft Tender to be approved by Supdt. Engineer/ Chief Engineer as per the delegation of Financial Powers.

Publicity of Tenders

It to be insist to call tender through e-tendering system.

- **Local Tender- up to** Rs.**5 Lakhs, NIT published in**
  - DCSEM Web site
  - Notice Board of Department.
- **Manual Tender- up to** Rs.**10 Lakhs, NIT published in**
  - Newspaper,
  - DCSEM Web site
  - Notice Board of Department.
- **E-Tender- more than** Rs.**10 Lakhs, NIT published in**
  - Newspaper,
  - DCSEM Web site
  - Notice Board of Department.
  - Tender wizard for uploading tender.

Sale of Tenders:

Time limit for Sale ofE-tender/Manual Tenders: -
The following time limits between the date of publication of tender and last date of down load/sale of tender:

- **7 days** in the case of works with estimated cost put to tender **up to** Rs.**20 Lakhs.**
- **10 days** in the case of works with estimated cost put to tender between Rs. **20 Lakhs to** Rs.**2 Crore**.
- **14 days** in the case of works with estimated cost put to tender **more than** Rs. **2Crore.**

Note: The above time limits may be varied at the discretion of the NIT approving authority keeping in view the exigencies of work.

Scale of Charges for Tender Documents

The following will be the scale of charges for the sale of tender forms to contractors:

- Work costing up to Rs.1.00 Lakhs: Rs. 150.00
- Work costing between Rs.1.00 Lakhs & Rs. 50.00 Lakhs: Rs. 500.00
- Work costing between Rs. 50.00 Lakhs &Rs. 2.00 Crores Rs. 1000.00
- Works costing above Rs. 2.00 Crores: Rs. 1500.00

Notes:
1. Authorities competent to approve NIT's have got the discretion to add to the prices mentioned above any additional cost of drawing to be supplied along with tender documents depending on the labour actually involved in their preparation.

2. For e-Tender no payment is charged for any value of tender amount**.** Processing fee as specified in the NIT shall be paid by the bidders to the service providers.

Uploading of Tender/ sale of Tenders

1) E-Tendering

Uploading of tender Documents such as: -

Tender documents in PDF Format

1. NIT PRESS
2. SALIENT GOVERNING FEATURES OF TENDER / WORK
3. Technical bid (Technical Data sheet)
4. Financial bid

Excel bid sheets

1. Technical bid (Technical Data sheet)
2. Financial bid

Template sheets

1. Template Technical bid
2. Template Financial bid

Mandatory documents to be submitted by Bidders

- Financial Turn Over Certified by CA for last five years
- Profit and Loss Statement Certified by CA for last 5 yrs.
- Latest Bank Solvency Certificate
- List of similar works for last 7 yrs.
- List of works in Hand
- List of Construction Plants and Machinery
- List of Technical Staff
- Work Experience Performance certificates
- PAN Registration
- TIN Registration
- Undertaking eligible similar work not been executed through another contractor on back to back basis
- Service tax Registration Certificate
- EPFO Registration Certificate
- ESIC Registration Certificate.

2) Manual Tendering

The following documents are issued to contractor on paying the tender fee as stated in the Tender Notice.

I) Technical Bid.
- a) Salient Governing Features
- b) Condition of contract
- c) Specification of works

II) Financial Bid

III) Drawings as per the list

The name of agencies who purchased the tender are entered in the 'Tender Register' date wise.

Pre-bid conference

At the discretion of the NIT approving authority keeping in view the exigencies of work, Pre-bid conference shall be conducted, however Annual maintenance work, repeated type of tender no Pre-bid conference is required.

A pre-bid conference may be held after sale of tenders with the intending tenderers at least 5 days before the last date of submission of the tenders as per details given in the tender documents for clarification of any doubts of the intending tenderers or for modification on any condition of the contract, specification etc.

Pre-bid conference shall be held at the Office of Head, CQD, DCSEM, 3rd Floor, V. S. Bhavan or any other predecided office for clarifications/modification, additions/alterations. The queries raised by bidders will be discussed.

Accordingly Draft Minutes of meeting shall be prepared and put up for approval of NIT approving authority. On approval of Minutes of meeting, the same shall be uploaded on web Site in case of e-tender/ Sent by speed post in case of manual tender.

Minutes of the meeting shall be circulated to all the intending tenderers, whether or not they attend the pre-bid conference.

Receipt and Opening of Tenders

1) E-Tender

The bidders participated in the e-tendering shall submit the Original EMD as specified in the tender notice on due date at the specified office.

Technical bid shall be opened online by authorized officer in presence of Accounts officers after verification of Earnest money deposit by Accounts officer. The tenders should be entered in tender opening register and signed by tender opening officer and bidders if present.

Tender opening officer shall download all document uploaded by the bidder for evaluation of tender.

2) Manual Tender:

Contractor who purchased the tender shall submit/drop the tender in tender box, in two/three part with EMD as specified in the tender notice on due date at the specified office.

Technical bid shall be opened by authorized officer in presence of Accounts officers after verification of Earnest money deposit by Accounts officer.

The tenders should be entered in tender opening register and signed by tender opening officer and contractor if present. All Financial bids shall be kept in safe custody.

Constitution of Evaluation Committee

An Evaluation Committee to be constituted on approval of competent authority, whenever require. The Committee shall carry out checking of credential, obtaining Performance report for the similar work from respective Engineer/dept., thorough inspection of works of the above agencies, if required and submit recommendations to Competent Authority regarding their suitability for consideration of opening the financial bids keeping in mind the specific points of Tender Notice.

Opening of Financial Bid

Based on the Credential of the bidders/ report of the Evaluation Committee, the proposal for opening of financial bid is prepared & put up for approval of competent authority.

i) For capital/plan work costing more than Rs.4.00 Crores, and Minor work costing more than Rs. 2.00 Crores "Note to Tender Committee" is put up to DAE Tender committee for recommendation. After Tender committee's recommendation/On receipt of MOM, the same is put up to Director DCSEM for Approval.

ii) For capital/plan work costing more than Rs.2.00 Crores,up toRs.4.00 Crores, and Minor work costing more than Rs.1.00 Crores up to Rs.2.00 Crores, "Note to Tender Committee" is put up to DCSEM Tender committee for recommendation. After Tender committee's recommendation/On receipt of MOM, the same is put up to Director DCSEM for Approval

iii) For capital/plan work costing less than Rs.2.00 Crores, and Minor work costing more than Rs..1.00 Crores "Note to Tender Committee" is put up to Competent Authority.

On Approval of Director DCSEM, letter for opening of financial bid is uploaded, then the Financial bid of qualified bidders shall be opened online by authorized Engineer in presence of AAO, representative of bidders, if present.
Tendered amount of bidders is to be entered in the Tender opening register and signature of tender opening officers and tenderer who present are taken at the same time.

Preparation of comparative statement

Comparative Statement (CST) is downloaded/prepared and forwarded to Account for their verification.

Award of work

After verification of Comparative Statement by Account, the proposal for award of work is prepared & put up for approval of competent authority.

i) For capital/plan work costing more than Rs.4.00 Crores and Minor work costing more than Rs. 2.00 Crores "Note to Tender Committee" is put up to DAE Tender committee for recommendation. After Tender committee's recommendation/On receipt of MOM, the proposal is put up to DAE for approval.

ii) For capital/plan work costing more than Rs.2.00 Crores,upto Rs.4.00 Crores, and Minor work costing more than Rs.1.00 Crores up to Rs.2.00 Crores, "Note to Tender Committee" is put up to DCSEM Tender committee for recommendation. After Tender committee's recommendation/On receipt of MOM, the same is put up to Director DCSEM for Approval

iii) For capital/plan work costing less than Rs.2.00 Crores, and Minor work costing more than Rs.1.00 Crores "Note to Tender Committee" is put up to Competent Authority.

Draft work order is prepared and forwarded to Accounts for their clearance. After DAE's approval/ approval of competent authority fair copies of work order is prepared after Accounts clearance and put up to Competent Authority for signature.

Original copy of work order send through registered post/ speed post, remaining copy send concerned officer as per copy marked in the work order letter.

Preparation of Agreement

A formal item rate agreement for the subject work will be drawn up by the DCSEM,DAE, Mumbai. Agency shall contact Pay & Account Officer, DCSEM to complete the formal agreement within 15 days of acceptance of the performance guarantee by the department.

Agreement shall content the following

1) Agreement Number
2) Name of work
3) Work Order Number
4) Name of Agency
5) Contents to be enclosed:
   a) Work order covering letter
   b) Copy of correspondence
   c) Work order Schedule of Quantity
   d) Technical bid
   e)Financial Bid

f) Approved phased program

6) Execution of Agreement
7) Power to sign agreements: Tender inviting authority/EIC shall signature all agreements for execution of work" for and on behalf of the President of India."

POST -AGREEMENT ACTIVITIES

As per agreement:

- No extra/ substituted items shall be carried out without prior permission of Competent Authority.
- For any variation in quantities of work order items, contract provisions in conjunction with CPWD works manual and works instruction issued by the Competent Authority shall be followed.

During execution several proposals are received in this section as per requirement at site for further processing.

The proposals are divided in two parts as follows:

Proposal during Execution of Works:

1) Anticipated variation proposal within deviation limit

This proposal shows anticipated variation of quantities beyond W.O quantities indicating the variation, reasons for variation.

To be processed as per work order rate.

2) Deviated Items

This proposal shows anticipated variation of quantities beyond deviation limits.
To be processed as per market rate as per clause-12.

Deviation limits are as follows:

- 1) For building work-- 30%
- 2) For foundation work -- 100%
- 3) For maintenance work -- 50%

The market rate of deviated item to be derived as below.

- Material and labour component to be as per CPWD rate analysis. Rate of material to be as per market rate with supporting documents.
- Rate of labour to be taken as per minimum wages as issued by statutory authority time to time.

3) Extra/ Substituted Item

Extra items are the items of the work which needs to be executed due to site conditions such as non-availability of material in the market for that item, user's requirement which was not envisaged at the time of tendering the work.

Substituted items are the items for which the specification of the existing item is not applicable in to-to and needs to be executed in lieu of the existing item either partly or fully.

To clear hindrances of the project proposals for extra/ substituted items, the same are put up to project review committee for approval.

On approval the same are processed in the section and forwarded to accounts for clearance and approval of competent authority. On approval the same is issued to EIC by Quantity section.

Proposal after Execution of Works:

- Final variation in quantities
- Final extension of time
- Technical check for work costing more than Rs. 5 Lakhs.

Technical Check proposal contains:

- Cement consumption statement

- Reinforcement consumption statement
- Other materials consumptions
- Anti-Termite bond
- Waterproofing bond
- Hindrance register
- Completion certificate
- Inspection certificate
- Labour certificate
- Test check certificate
- Details regarding observation of any audit points etc.

Processing the above is done in quantity section before release of final bill.

- Submission of final bill by EIC.
- Processing of final bill in this section.
- Release of final bill in accounts.
- Releasing of PG and SD by Accounts.

MISC. ACTIVITIES

Other miscellaneous proposals as below are also processed:

- Clarifications regarding discrepancy in contract
- Proposal for determination of contract
- To clarify queries of Audit authority
- To clarify queries of CVC
- Preparation of monthly / Quarterly progress report
- Coordinating with other group/ section of the department
- Updating list of manufacturers
- Updating list of materials
- Updating SOR
- Arranging revision of DAE work procedure
- Arranging presentation of new materials, manufacturers etc.

RESPONSIBITIES

Responsibilities of the Officials of CQD

/Officials of CQD shall be responsible for following:

- Preparation of Block Estimates
- Making detailed Estimates (Civil)
- Preparation of Schedule of Quantities (Civil)
- Finalization SOQ with combined discussion
- Obtaining Technical Sanction
- Preparation of NIT, Tender Documents, sale & receipt of tenders
- Uploading of tender documents
- Opening of Technical Bid
- Preparation of proposal for Inspection Committee

- Preparation of Technical CST
- Processing Inspection Committee Report
- Preparation of Proposals for Opening of Financial Bids
- Opening of Financial Bids
- Preparation of Financial CST
- Preparation of Proposals for Award of Work
- Preparation of Work order
- Preparation of documents for Agreement
- Processing of proposals for anticipated variation, deviated item,extra / substituted items,
- Processing final extension of time, final variation, technical check etc.
- Preparation of monthly report
- Any other works assigned by Head (Quantity Section)/ Head (CQD)/ Director etc.

Responsibilities of Head, Quantity Section

Head, QS (A/B/C) shall be responsible for following:

- Distribution of works assigned to him among officials under his control.
- Checking the performance of the officials under his control and see that the assigned works are completed in time.
- During the leave / absence of an official, he may reallocate the work to another official depending on exigency of work.
- Observation of rules & regulations for tendering till award of work by officials of the Section.
- Processing / review of documents submitted by officials under their control prior to putting up to the higher authority / accounts.
- Uploading / Authenticating of tender documents
- Processing tenders
- Attending Pre-bid conference
- Finalizing minutes of Pre-bid meeting
- Opening tender
- Finalization of CST
- Finalization of Note of Tender Committee
- Presenting proposal to DCSEM Tender Committee
- Arranging negotiation meeting whenever required in presence of Accounts
- Obtaining approval of Competent authority
- Issue of Work order
- Issue of approval of Variation/ deviation items/ Extra Items/ Substitute items
- Issue of final variation/ extension of time/ technical check
- Finalization of Monthly report
- Arranging clarification of Audit/ statutory authorities
- Any other works assigned by Head (CQD)/ Director etc.

Responsibilities of Head (CQD)

Head (CQD) shall be responsible for following:

- Distribution of works in the division
- Getting the work done by the sections
- Coordinating with other sections of the Department
- Checking the performance of the officials.
- Depending on exigency of work, he may reallocate the work in the section.
- Monitoring of rules & regulations for tendering, award of work, post tender activities etc. followed by officials of the division.
- Issue of work instruction.
- Arranging Administrative Approvals of the proposals
- Attending Pre-bid meeting.
- Arranging meeting of Project Review Committee
- Arranging meeting of DCSEM Tender Committee
- Presenting proposal to DAE Tender Committee
- Arranging negotiation meeting whenever required in presence of Accounts
- Issue of work order
- Updating Schedule of items, SOR,
- Updating list of manufacturers of materials
- Making proposal for revision of DAE work procedure
- Arranging presentation of new materials & incorporating new materials in works on approval of competent authority
- In absence of Head QS, Head CQD shall look after the duties of said Section or allocate the charge to other Head QS.
- Any other works assigned by Director etc.

References

For day to day activities following manuals / procedures are generally referred:

- DAE Works Procedure
- CPWD Works Manual
- Department's SOR
- CPWD SOR
- Conditions of Contract
- Specification for Civil Works
- Specification of Electrical Works
- Specification for PH Works
- Specification of HVAC Works
- Indian Standards
- IEE, ASTM, ASME, NACE, BS, API
- National Building code
- ASHRAE Manuals & Codes
- The Indian Electricity Rule etc.
- Works instruction of the Department

DAE Work Procedure shall be prevailed upon any dispute.

CONSTRUCTION GROUP

CONSTRUCTIONGROUP

ABOUT CONSTRUCTION GROUP

1. Construction group is one of the most important group of DCSEM which deals with construction of various projects undertaken including projects of constituent units of DAE viz VECC, AMD, BRIT, BARC,GCNEP,LIGO INDIA and projects of aided institutions of the department viz TMC, TIFR, IOP, NISER, SINP etc. The construction involve Civil, PH, and Electrical, Mechanical including testing, commissioning and handing over for beneficial use.

The construction group comprises of the following sections reporting to Director, DCSEM.

i) Chief Engineer - Civil section.
ii) Chief Engineer -Electrical section
iii) Chief Engineer – Mechanical section.

2. Group activities.

Construction group is involved in civil construction, including public health and services works viz Electrical, Mechanical, HVAC and firefighting works which involves

2.1 Co-ordination with users to facilitate collection of inputs to Architects & Designers for planning and designing of the project.

2.2 Preparation of detailed project report (DPR) for obtaining financial sanction of DAE which includes presentation to specialist group, internal working group & other higher committees.

2.3 Co-ordination with Architect & Designers for preparation of design based reports and detailed design.

2.4 Co-ordination with CQD in finalization of block estimate, detailed estimate, TS, NIT etc.

2.5 Evaluation of tenders.

2.6 Monitoring progress vis-à-vis the approved time schedule.

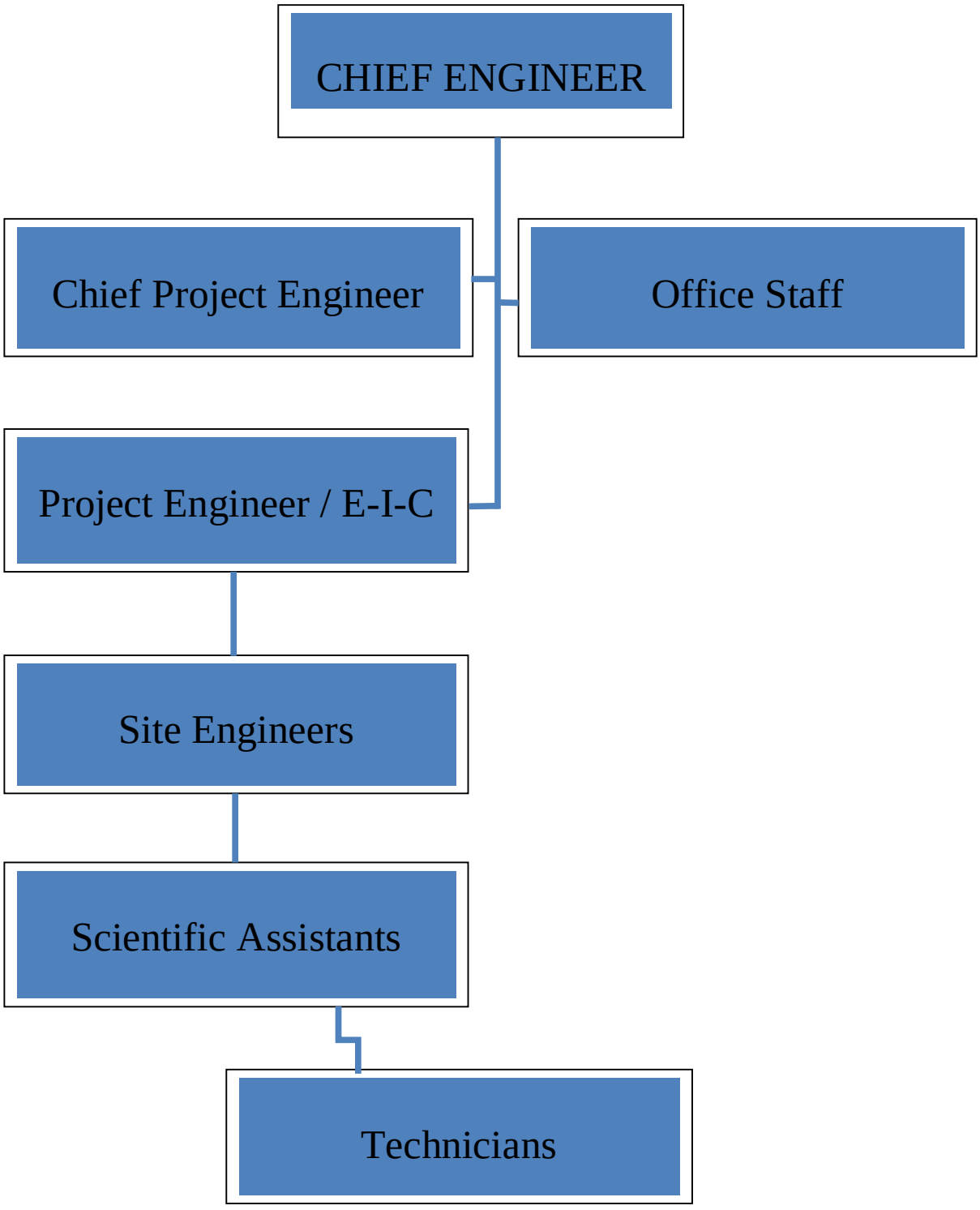
2.7 Co-ordination with Architect, PH Engineers during & after execution for getting statutory approvals.

2.8 Providing support to other groups in evaluation of tenderers/logistic committees.

2.9 Preparation of budget proposal in consultation with JC (F&A)

2.10 Assisting Estate section in pre project activities like land acquisition.

HIERARCHY CHART OF CONSTRUCTION GROUP



3.0 Responsibility of Chief Engineer (Civil/Electrical/Mechanical)

3.1 Co-ordination with users and concerned Architects/Engineers of DCSEM or appointed Consultants in getting feedback on the project to plan and design as per their requirements.

3.2 Co-ordination with all concerned sections of DCSEM at regular intervals to prepare block estimate, detailed estimate, TS, NIT, evaluation of tenders, award of work, execution and completion of project and handing over to users.

3.3 Co-ordination with JC (F&A) and CQD section in obtaining approval of FS for the project and monitor the expenditure of this FS provision periodically. Co-ordination with JC(F&A) in preparation of annual budget planning, revised budget and preparation of input required for DAE level meetings for plan projects.

3.4 Follow up with PCD section in obtaining various statutory clearances such as Plan approval, Tree clearance, Fire clearance, civil aviation, drainage clearance etc. in order to get NOC before issue of work order.

3.5 Co-ordination with General services section (GSS) and Engineering Services division (ESD) in arranging shifting of various existing services and trees situated in the layout of the proposed project.

3.6 Identifying various Engineers-in-charge's and other technical staff for the proposed project.

3.7 According Technical Sanction covering all the items proposed to be taken up for tendering.

3.8 Ensuring correctness of details provided in Notice inviting Tender.

3.10 In case the works pertaining to aided institutes and autonomous bodies of Department of Atomic Energy, CE has to ensure the approval of the of respective units before release of work order.

3.11 Ensuring advance deposits from aided institutions before calling NIT. Proper MOU defining the role of both departments should be in place.

3.12 Ensuring that all the pre bid queries from the agencies are suitably clarified by Head (CQD).

3.13 Ensuring the availability of unhindered site, before release of the work order.

3.14 Ensuring all the statutory approvals are in place before issue of work order.

3.15 Site office for EIC & his staff to be made before issue of Work order with necessary logistics and office paraphernalia. .

3.16 Ensuring availability of working drawings before the issue of work order.

3.17 In the case of composite work order, identify respective Engineers for electrical and mechanical works in consultation with CE (E/M) .

3.18 Obtaining performance guarantee from the Contractors for requisite value before commencement of work.

3.19 Approving of the detailed phase programme for the project submitted by contractors through and with the recommendation of EIC.

3.20 Issuing the copy of approved phase programme to contractors through letter and also the original copy to be forwarded to CQD for incorporation in the agreement.
3.21 Visiting the ongoing project sites at regular intervals tomonitor the progress and quality of work as per approved phase programme and specification of works.
3.22 Giving suitable instructions to execution staff and contractors as observed during his site visit and record the same in site order book.
3.23 Arranging Project progress review meetings generally once in a month among Execution Engineers, Architects, Design Engineers, Engineers from CQD, consultants, users and contractors

3.24 After completion of project, visit the site and inspect the work with respect to drawings and specifications and record Inspection Certificate with observations if any.
3.25Approval of variation statements, Extra /Deviated/substitute item proposals submitted by EIC after arranging scrutiny in CQD &Accounts.
3.26 Inviting tenders and issueof work orders within the delegated powers as per DAE work procedure

3.27 Approval of Proposals of final extension of time, final variation in quantities submitted by Project Engineer after due vetting by CQD and Accounts..
3.28 Approval of Technical check proposal duly vetted by CQD /Accounts

In addition to above project related works, Chief Engineer also carries out the following.

- Monitoring and control of the overall staff working under his unit and assess their work output.
- Evaluation and communication of APAR grading to the staff under his power;
- Approval for closure of probationary period of newly recruited staff;
- Sanctioning /recommendation/ approval of leaves submitted by the staff under his control; internal transfer of staff from one project to other;
- Recommendation and forwarding of various applications submitted by staff regarding tour proposals, LTC claim, and personal grievances by staff addressed to competent authority etc.
- Deliver any other assignment entrusted by Director, DCSEM as Convener/member of various committees constituted to perform a specific job.

Responsibilities of Engineer In-charge (civil):

In general, Project Engineer or Senior Engineer shall be EIC of works.

4.1 Attending co-ordination meetings with Users, Architects, Designers, and quantity Engineers, Consultants to review the status of drawings, designs, estimate, NIT, clearances from statutory authorities etc.

4.2 As soon as work order is issued, handing over the unhindered site to the contractors through a letter and get acknowledgement from the accredited representative of contractors.

4.3 Obtaining Performance guarantee in the prescribed proforma from the Contractors & forward to Account officer, DCSEM through CE.

4.4 Assisting the agency for issuing form -V from principal employer (i.e. CAO, DCSEM) through forwarding request letter from contractor indicating proposed maximum strength of laborers planned to engage for the project on single day.

4.5 Obtaining power of attorney of the accredited representative of contractors on notarized stamp paper & forward copy to accounts & CQD for record and reference

4.6 Scrutinizing the detailed phased programme submitted by the agency in consultation with Electrical, HVAC EIC's & forward to CE with recommendation for approval.

4.8 Obtaining letter from contractors for the list of technical staff deputed for the project, indicating their designation, qualification & experience in confirmatory to meet the provisions in the tender

4.9 Arranging spot levels for the entire boundary of the project through contractors in presence of deputed staff prior to commence of work.

4.10. Drawings to be collected from contractors indicating spot levels, contours, layout of proposed buildings &roads duly signed by authorized representative of contractors and department Engineers.

4.11 Approval of the location of proposed temporary structures such as site office, stores, cement godown, material stack yards, water tanks for construction purpose etc.

4.12 Assisting the agency in getting temporary Electricity & Construction water from department, in case these facilities are to be provided by department as per contract.

4.13 To collect test certificates from the contractors for the energy meters & water meters before installation & jointly record the initial readings & maintain the record of the same.

4.14 In case Electricity is to be arranged by Contractor, assist in issuing necessary letter to respective issuing departments with regard to the project & contract provision if required.

4.15 In case contractors desire to dig bore well in the premise of the proposed project for construction water as per the provisions of contract, ensure that, the proposed bore well locations shall not come in the proposed layout of future works;

4.16 Ensuring that, agency should get approval from statutory agency to dig bore well and Hydrological survey shall be conducted.

4.17 Ensuring the quality of bore well water and its suitability for construction purpose by sending the sample to approved laboratory.

4.18 Issuing of letter and arrange to send sample materials to approved testing laboratory to get Concrete Design mixes based on the request of contractors.

4.19 Approval of the source of aggregates proposed by the agency after ensuring the quality of materials as per the specification of contract.

4.20 Approval of the RMC plant proposed by contractor from the approved list of manufactures of department after ensuring the quality of RMC through inspection of plant and conducting various tests.

4.21 Consult with CE before approval of Design mix proposed by the agency for site mix & RMC.

4.22 Issuing all working drawings to contractors in a phased manner& shall maintain drawing issue register & get acknowledgment from the authorized representative of the contractors.

4.23 Maintaining all records / registers & day to day activities; check lists as per the standard guidelines given in the DCSEM "Manual of general guidelines for quality control in civil works" through site Engineers.

4.24 Arranging fortnightly progress review meetings at site among contractors and various EIC's of connected works & discuss on the status of work, planning of works, co-ordination activities among various agencies etc.

4.25 Preparation of monthly RA bills for the work done during the month and bill submitted by contractors along with measurements in standard format through site Engineers.

4.26 After checking of the measurements, bill to be uploaded in WCMS and forwarded to Accounts with recommendation & passing note for making payment to contractor.

4.27 Carrying out test check measurements as per the provisions of DAE work procedure.

4.28 Monitoring the quantities of each item during progress of work. If any item exceeds stipulated variation limit, anticipated variation statement to be submitted to CQD before execution of the same.

4.29 Submission of proposals of DI/EI/SI if any to the project review committee for approval of the CA through CE.

4.30 Submission of proposal for extension of time if the work extends beyond stipulated time for approval of CE.

4.31 Submission of proposal of final extension of time, proposal for levy of compensation for delay if any, final variation for approval of competent authority.

4.32 Submission of fortnightly and monthly progress report indicating physical/financial progress, material procurement etc. to TC (P).

4.33 Taking site photographs periodically and send the same to CE &TC (P)

4.34 Correspondence with Contractors regularly regarding progress, quality, to fulfill the commitments and other various aspects of contract and also reply promptly to all the correspondences addressed by contractors with respect to contract.

4.35 Submission of Final bill prepared with the assistance of site Engineers for scrutiny and payment to contractors within the time period as stipulated in contract.

4.36 Issuing completion certificate based on the request of contractors after ensuring all conditions as stipulated in contract.

4.37 Releasing Performance guarantee and security guarantees to contractors as per the provisions of contract.

4.38 Handing over of the buildings to ESD or users along with completion drawings and inventories after attending all rectification points.

5. Responsibilities of Site Engineer (Civil):

In general, Site Engineers shall be of grade scientific officers/Technical officers/Scientific assistants deputed by EIC in consultation with Chief Engineer, DCSEM.

5.1 Assisting EIC in delivering execution of project as per the specifications and working drawings.

5.2 Collection of all execution drawings from EIC and issue to Contractors and get signed by the authorized representatives of contractors in drawing register

5.3 Studying the Architectural drgs in co-ordination with structural drgs and PH drgsbefore marking layout and centre lines of columns/piles and ensure the correctness of all dimensions and positions of columns.

5.4 If any discrepancies between various drawings, the same shall be brought to the notice of concerned Engineers/Architect and shall be get corrected.

5.5 Before commencement of any excavation jobs, take spot levels for the entire boundary of the project through contractors.

5.6 Six set of drawings indicating spot levels, contours, layout of proposed buildings & roads etc shall be collected from contractors duly signed by authorized representative of contactors and department site engineers and submit to EIC.

5.7 Supervision /execution of day to day construction activities at site as per drawing and specification of work and maintain all records / registers & check lists as per the standard guidelines given in the "**DCSEM Manual of general guidelines for quality control in civil works**".

5.8 Getting approval of foundation strata from Structural Engineers or higher authorities before commencement of PCC bed mat for foundation work. Immediately after PCC, the top level of PCC is to be recorded jointly for finalization of excavation quantity.

5.9 In case of piles, entire process of boring & drilling is to be recorded in a register & as per the desired strata the pile is to be terminated.

5.10 Arranging samples of concrete materials procured by contractors to testing laboratory to carry out required grade of Concrete design mix.

5.11 Arranging necessary tests on materials as per mandatory tests and frequency provided in tender specification in approved testing laboratory.

5.12 Pre dispatch inspection (PDI) for materials if required to be done so that material reaches site in time. During PDI, the materials cleared for dispatch must be identified/signed to ensure that same material reaches the site.

5.13 Getting daily labour and progress reports from contractors and also the same shall be maintained in separate registers with the help of supervisors/technicians at site.

5.14 Preparation and submission of fortnightly and monthly progress reports and submit to Technical co-ordination section through EIC.

5.15 Checking the correctness of the RA and final bill submitted by the agency and if any discrepancy the same should be brought to the notice of agency through a letter.

5.16 After checking and correction, bill to be uploaded in WCMS and submit three set of hard copies to EIC after getting signature from contractors.

5.17 Measurement of all hidden items like steel reinforcement, concealed pipe line, works inside false ceiling etc before completion of the work, jointly with contractors and maintain the details in registers

5.18 Ensuring the materials which are paid in secured advance are approved by EIC and tested as per contract provision.

5.19 Ensuring the quantities of materials paid in secured advance are deducted with wastage after incorporation in the works and for perishable items insurance is to be obtained.

5.20 Deciding the proportionate rate for the incomplete jobs commensurate with the actual value of work done and as the work progresses the part rates to be released.

5.21 Maintaining **Bill of register** and to be updated after every RA bill.

5.22 Monitoring the quantities of each item during progress of work and if there is any variation in any items, anticipated variation statement, proposal shall be submitted to EIC to get approval of CA upto the stipulated limit, before execution of the same.

5.23 Preparation of proposals of DI/EI/SI if any and submit to EIC to get approval of project review committee.

5.24 Writing in site order books /issue of letters to contractors regarding any short comings in day to day work with regard to quality /progress of work.

5.25 After completion of work, preparation of general variation statement; theoretical consumption statements of cement, steel, RMC, paint, lead consumption etc; final extension of time ; final escalation bill along with final measurements and submit to EIC along with final bill for scrutiny, test check, approval of CA and making payment to contractors

5.26 After completion of work/project, get as built/Completion drawings from concerned Architect/Design Engineers (Structural and PH). Details of all underground and concealed service lines shall be correctly incorporated in services drawings for future reference.

5.27 After completion of work, through inventories and completion drawings hand over the buildings / facilities to Users through EIC.

5.28 Preparation of estimate proposals for additional works of the project or as directed by EIC/CE for any other projects and submit along with TS proposal for further action.

5.29 Apart from execution jobs, delivering any other assignments such as members in Evaluation committee for tendered jobs; carrying out PD inspection for materials if required etc. and any other assignments as directed by EIC/CE/Competent authority.

Responsibilities of Technicians (Civil):

In general, Technician of various trades and various grades are deputed to Construction projects to assist Site Engineers.

6.1 Assisting Site Engineers in taking spot levels, fixing and checking layout for buildings etc.

6.2 Checking of form work before clearing for all concreting works of sub structure and superstructure works.

6.3 supervision during all construction activities andto ensure quality as per specification and drawing.

6.4 Carrying out site tests on materials such as silt content test, site test on cement and bricks, checking of brands, batch and type of materials etc and maintain in site test registers.

6.5 Ensuring of construction workers to maintain safety precautions such as wearing safety helmets, safety belts, safety shoes, safety platforms, safety hand rails etc.

6.6 Maintaining of various day to day records such as cement register; RMC registers; daily labour and progress reports; material stock registers etc all as directed by site Engineers.

6.7 Helping Site Engineers in maintaining various papers and files of day to day work.

6.8 Accompanying contractors while carrying various sample materials to testing laboratory identified and selected by Site Engineers.

6.9 Carrying out various routine tests at site during construction like hydraulic tests; compression test on sample concrete cubes, bricks; density tests on various materials etc through contractors.

6.10 Checking RMC challans and gate pass when the transit mixer comes to site and confirm the grade of concrete, design mix details as per approved mix, time of mixing, time of entry to site, quantity procured in the transit mixer, slump etc and report to site Engineer for approval to use in the work

6.11 Collection of sample concrete cubes during concreting as per the frequency of concrete samples and enter details of mix, date and location and also make entry in cube register.

6.12 Carrying out slump test on concrete before use and make record of the same.

6.13 Checking of layout of rooms or any areas as per drawing and clearance before taking up brick masonry work.

6.14 Before plastering job, ensuring of thorough hacking of concrete surfaces, cleaning and curing of the masonry walls one day advance of job, checking of clearances of electrical connected works, checking of tiyyas for thickness of plaster, silt in sand, grade of mortar, fixing of chicken mesh etc.

6.15 Assisting Engineers in delivering of letters, correspondences, bills, samples of materials etc to head office.

6.16 To ensure cleanliness of entire work site and premises through contractors on day to day basis or periodically.

6.17 To ensure proper stacking of all construction materials at places as allotted by department during commencement of work.

6.18 To assist site Engineers in checking the cement stock and other material stock in contractors godowns and maintain material registers.

General Guidelines for Quality Assurance and Quality Control

The Motto for quality shall be "DO IT RIGHT THE FIRST TIME" to avoid any patchy or defective work. Quality manual will also serve as an important reference document.

Regular inspection of work Minimum frequency

i. Chief Engineer - 1-2 times a month
ii. CPE/PE - 4 to5 times a month
iii. EIC /Site Engineers - Daily

SA/C, Site engineer/Tradesman - Daily Note: Inspection report/Observations shall be made in site order book maintained at site.

3. Proportioning, mixing of all materials viz. cement, paint, Water Proofing compound, Anti Termite chemical, Bitumen etc shall invariably be done in presence of site supervisors/ engineers and consumption there of recorded jointly.
4. Site Engineers/supervisory staff shall effectively supervise the work.
5. Mandatory /optional tests to be carried out in NABL/approved testing laboratory.
6. Electrical work shall be carried out only, through licenced electrical contractor.
7. Welders Qualification for verification shall be mandatory for welding works.
8. EIC & Supervisory staff must timely communicate quality related issues and demand timely corrective action.
9. Part rate made payable must be commensurate with quantum of actual work done. Also additional part rate for rectification of defects shall also be withheld.
10. Joint endorsement of spot levels shall be done before commencing excavation. Also excavation shall be commenced only after identifying location for stacking/disposing surplus earth, if any.
11. Drawings shall be issued with covering letter asking contractor to raise RFI or query's within 2 to 3 weeks of issuance of drawing and not as and when the takes up the work.
12. SWACH BHARAT– Proper Housekeeping at site. Construction material shall be neatly stacked. Puddles of water shall be avoided at site. Site should be well drained. Nails/sharp objects should not be allowed, to remain scattered. Labour camp, if permitted, should be provided with drinking water and proper hygiene in toilets.
13. Innovative construction techniques shall be encouraged.

14. Single point window for communication with contractor. Internal discussion among departmental engineers shall be treated as confidential information. Duplicity/ multiplicity of instruction to contractor shall be avoided.
15. Preferred make of materials should be discussed with contractors immediately after issue of work order and discussion shall be recorded in the form of minutes of meeting.
16. CAR policy by contractors shall be obtained in the beginning of the project.
17 Police verification of the laborers and staff employed by the contractors shall be obtained in case of project is situated within security restricted areas.
18. Safety culture to be followed by t contractor.
19. Periodic walkthrough to be done by EIC & his team.
20. Input / suggestions from maintenance for finishing items to be taken.
21. In case any construction project is held up at any stage or going with very slow progress due to any reason, all sections viz CQD, PCD, E&M, Accounts, shall be involved to arrive a solution to complete the project.
22. After completion of the work, EIC shall hand over the work to users/ESD/GSS. Handing over shall not be linked to occupancy certificate. EIC shall get done any defects/rectifications pointed out, through the contractor within defect liability period.
23. Frequent exchange of information between all units of DCSEM to be arranged periodically to aim to facilitate each other works.
24. Periodical training and knowledge updating programmes to be arranged to site Engineers & supervisors and they shall be allowed to attend such training programmes conducted by ATI or any other outside institutions.

Responsibilities of Project Engineer (E):

In general, Project Engineers (E) are deputed by Chief Engineer(Elect), DCSEM.

4.1 Attending co-ordination meetings held among Users, Architects, Designers, and quantity Engineers, Consultants to review the status of drawings, designs, estimate, NIT, clearances from statutory authorities etc.

4.2 Providing Technical support &Co-ordination to EIC on post-work-order activities and ensuring the compliance to the contractual obligations by the contractor like commencement of work, submission of Performance guarantee, power of attorney of the accredited representative of contractors and issuing form -V from principal employer (i.e. CAO, DCSEM).

4.3 Scrutinizing the detailed phased programme forwarded by EIC (E) & forward to CE with recommendation for approval.

4.4 Ensuring conformity of technical staff, deputed by the contractor for the project, indicating their designation, qualification & experience, to meet the provisions in the tender.

4.5 Ensuring all the site use drawings are sent to EIC (E) from Design (E&M) section and necessary follow up with EIC (E) for the same.

4.6 Ensuring Electrical Contractors license, Electrical wireman license and Electrical supervisor license submitted by contractors to EIC.

4.7 Ensuring necessary provision such as site office, stores, material stack yards for construction purpose etc. has been made by EIC.

4.8 Ensuring necessary provision of temporary Electricity to the agency either from department or directly from electrical utilities to the contractor has been made, as per contract conditions, and that test certificates for the energy meters collected by EIC from the contractors before installation & jointly record the initial readings &maintain the record of the same, in case of electricity to be provided by the department.

4.9 Ensuring the list of makes of material offered by the contractor are as per preferred makes of material stipulated in contract agreement and that EIC has given approval accordingly to the contractor, taking delivery schedules into account in consultation with PE.

4.10 Scrutiny of GTP & Drawings of major electrical equipments and forwarding the comments to EIC for incorporation in the consolidated comments to be issued to contractor along with approval.

4.11 Inviting the comments from EIC (ED) on critical electrical equipments / facility / drawings and forwarding the same to EIC for incorporation in the consolidated comments to be issued to contractor along with approval.

4.12 Ensuring approval for manufacturing of all electrical equipment issued by EIC, along with consolidated comments to the contractor for compliance, taking delivery schedules into account in consultation with PE.

4.13 Arranging / attending pre dispatch inspections of the equipments& material at manufacturers' works as and when offered.

4.14 Ensuring approvals of conduit layout drawings, cable route layout drawings, other services route layout drawings like LAN, Telephone, OFC etc., equipment layout drawings given by EIC (E) in consultation with EIC (Civil) & EIC (HVAC).

4.15 Co-ordination with Design (E&M), PH, Architects etc., in case of any interference in route & layout of various services, for the resolution.

4.16. Ensuring installation of electrical equipments as per approved drawings / layouts, through EIC / Site Engineers.

4.17 Ensuring maintaining of all records / registers & day to day activities; check lists as per the standard guidelines given in the DCSEM "Manual of general guidelines for quality assurance & quality control" through EIC / site Engineers.

4.18 Ensuring observance of the electrical safety rules & regulations as per Indian Electricity Rules through EIC / site Engineers.

4.19 Review of fortnightly progress review meetings at site among contractors and various EIC's of connected works & discuss on the status of work, planning of works, co-ordination activities among various agencies etc.

4.20 Co-ordination for uploading of Bills in WCMS and forwarding to Accounts with recommendation & passing note for making payment to contractor.

4.21 Carrying out test check measurements as per the provisions of DAE work procedure.

4.22 Processing of anticipated variation statement submitted by EIC and forwarding the same to CQD before execution of the same.

4.23 Processing of proposals of DI/EI/SI, if any received from EIC, and submission to the project review committee for approval of the CA through CE.

4.24 Processing of proposal for extension of time if the work extends beyond stipulated time for approval of CE through PE.

4.25 Ensuring regular correspondence with Contractors regarding progress, quality, to fulfill the commitments and other various aspects of contract and also reply promptly to all the correspondences addressed by contractors with respect to contract.

4.26 Ensuring proper planning and scheduling of pre-commissioning testing of all the electrical equipments by competent testing agency, through EIC.

4.27 Ensuring timely application to Central Electricity Authority (CEA) by EIC so as to obtain approval for energization within targeted time-frame in tandem with commencement of power supply connection release by Electricity Distribution Company / Utility.

4.28 Ensuring proper & timely co-ordination with Electricity (Power) Distribution Company of the respective state for release of power supply connection within targeted time-frame.

4.29 Ensuring commissioning of electrical installations with compliance to the provisions of IE Rules and all other applicable safety norms.

4.30 Ensuring Fire Alarm system, fire-fighting measures like high velocity water spray system etc., fire-fighting equipment are commissioned.

4.31 Processing of proposal of final extension of time, proposal for levy of compensation for delay if any, final variation for approval of competent authority.

4.32 Submission of fortnightly and monthly progress report indicating physical/financial progress, material procurement etc. to TC(P).

4.33 Processing of Final bill received from EIC for scrutiny and payment to contractors within the time period as stipulated in contract.

4.34 Issuing completion certificate based on the request of contractors after ensuring all conditions as stipulated in contract.

4.35 Releasing Performance guarantee and security guarantees to contractors as per the provisions of contract.

4.36 Handing over of the electrical installations to EMSD (erstwhile GSS) or Users along with completion drawings and inventories after attending all rectification points.

4.37 Apart from execution jobs, delivering any other assignments such as members in Evaluation committee for tendered jobs; carrying out PD inspection for materials if required etc. and any other assignments as directed by CE/Competent authority.

Responsibilities of Engineer In-charge (E):

In general, Engineer-In-Charge (E) are deputed by Chief Engineer (Elect.), DCSEM.

4.1 Attending co-ordination meetings held among Users, Architects, Designers, and quantity Engineers, Consultants to review the status of drawings, designs, estimate, NIT, clearances from statutory authorities etc.

4.2 As soon as work order is issued, handing over the unhindered site to the contractors through a letter and get acknowledgement from the accredited representative of contractors.

4.3 Ensuring all the site use drawings are received from Design (E&M) section and necessary follow up with PE (E) for the same.

4.4 Issuing all site use drawings to contractors in a phased manner & shall maintain drawing issue register & get acknowledgment from the authorized representative of the contractors.

4.5 Obtaining Performance guarantee in the prescribed proforma from the Contractors & forward to Account officer, DCSEM through PE &CE.

4.6 Assisting the agency for issuing form -V from principal employer (i.e. CAO, DCSEM) through forwarding request letter from contractor indicating proposed maximum strength of laborers planned to engage for the project on single day.

4.7 Obtaining power of attorney of the accredited representative of contractors on notarized stamp paper & forward copy to accounts & CQD for record and reference

4.8 Scrutinizing the detailed phased programme submitted by the agency in consultation with Civil, HVAC EIC's & forward to CE through PE with recommendation for approval.

4.9 Obtaining letter from contractors for the list of technical staff deputed for the project, indicating their designation, qualification & experience in confirmatory to meet the provisions in the tender.

4.10 Obtaining Electrical Contractors license, Electrical wireman license and Electrical supervisor license from contractors.

4.11 Approval of the location of proposed temporary structures such as site office, stores, material stack yards for construction purpose etc.

4.12 Assisting the agency in getting temporary Electricity from department, in case these facilities are to be provided by department as per contract.

4.13 To collect test certificates from the contractors for the energy meters before installation & jointly record the initial readings & maintain the record of the same.

4.14 In case Electricity is to be arranged by Contractor, assist in issuing necessary letter to respective issuing departments with regard to the project & contract provision if required.

4.11 Obtaining letter from contractors for the list of makes of material offered for approval by the department.

4.12 Scrutiny of Guaranteed Technical Particulars (GTP), GA drawings, Power & control circuit drawings of all electrical equipments.

4.13 Forwarding of GTP & Drawings of major electrical equipments to Project Engineer (E) for his comments for approval

4.14 Approval for manufacturing of electrical equipment, along with consolidated comments to the contractor for compliance, in consultation with PE (E).

4.15 Attending pre dispatch inspection of the equipments& material at manufacturers' works as and when deputed by CE (E) / PE (E).

4.16 Approval of conduit layout drawings submitted by the contractor as per specifications.

4.17 Approval of cable route layout drawings and other services drawings like LAN, Telephone, OFC etc. in consultation with EIC (Civil) & EIC (HVAC).

4.18 Approval of equipment layout drawings of various electrical equipment taking into consideration of other services like HVAC, Fire Fighting etc.

4.19. Ensuring installation of electrical equipments as per approved drawings / layouts, through Site Engineers.

4.20 Maintaining all records / registers & day to day activities; check lists as per the standard guidelines given in the DCSEM "Manual of general guidelines for quality assurance &quality control" through site Engineers.

4.21 Ensuring observance of the electrical safety rules & regulations as per Indian Electricity Rules.

4.22 Arranging fortnightly progress review meetings at site among contractors and various EIC's of connected works & discuss on the status of work, planning of works, co-ordination activities among various agencies etc.

4.23 Preparation of monthly RA bills for the work done during the month and bill submitted by contractors along with measurements in standard format through site Engineers.

4.24 After checking of the measurements, bill to be uploaded in WCMS and forwarded to Accounts with recommendation & passing note for making payment to contractor.

4.25 Carrying out test check measurements as per the provisions of DAE work procedure.

4.26 Monitoring the quantities of each item during progress of work. If any item exceeds stipulated variation limit, anticipated variation statement to be submitted to CQD before execution of the same.

4.27 Submission of proposals of DI/EI/SI if any to the project review committee for approval of the CA through PE &CE.

4.28 Submission of proposal for extension of time if the work extends beyond stipulated time for approval of CE through PE.

4.29 Taking site photographs periodically and send the same to CE &TC(P)

4.30 Correspondence with Contractors regularly regarding progress, quality, to fulfill the commitments and other various aspects of contract and also reply promptly to all the correspondences addressed by contractors with respect to contract.

4.31 Pre-commissioning testing of all the electrical equipments through competent testing agency.

4.32 Submission of Online Application to Central Electricity Authority (CEA) with uploading of all necessary documents, drawings, manufacturer's test reports and pre-commissioning rest reports.

4.33 Follow-up with CEA for inspection and obtaining CEA's Approval for Energization.

4.34 Co-ordination with Electricity (Power) Distribution Company of the respective state for release of power supply connection

4.35 Commissioning of electrical installations with compliance to the provisions of IE Rules.

4.36 Submission of proposal of final extension of time, proposal for levy of compensation for delay if any, final variation for approval of competent authority.

4.37 Submission of fortnightly and monthly progress report indicating physical/financial progress, material procurement etc. to TC(P).

4.38 Submission of Final bill prepared with the assistance of site Engineers for scrutiny and payment to contractors within the time period as stipulated in contract.

4.39 Issuing completion certificate based on the request of contractors after ensuring all conditions as stipulated in contract.

4.40 Releasing Performance guarantee and security guarantees to contractors as per the provisions of contract.

4.41 Handing overof the electrical installations to GSS or Users along with completion drawings and inventories after attending all rectification points.

4.42 Apart from execution jobs, delivering any other assignments such as members in Evaluation committee for tendered jobs; carrying out PD inspection for materials if required etc. and any other assignments as directed by PE/CE/Competent authority.

5. Responsibilities of Site Engineer (Elect):

In general, Site Engineers shall be of grade Scientific officers/Technical officers/Scientific assistants deputed by EIC in consultation with Chief Engineer, DCSEM.

5.1 Assisting EIC in delivering execution of project as per the specifications and working drawings.

5.2 Collection of all execution drawings from EIC and issue to Contractors and get signed by the authorized representatives of contractors in drawing register

5.3 Studying the Electrical drgs in co-ordination with Architectural drgs, structural drgs and PH drgs for cable routing and other various services routing layout like LAN, telephone, TV, equipment layout, trenches layout, provisions of hume pipes / EPs etc. and ensure the correctness of all dimensions and positions.

5.4 If any discrepancies between various drawings, the same shall be brought to the notice of concerned Engineers/Architect and shall be got corrected.

5.5 Checking of conduit layout drawings submitted by the contractor as per specifications and ensuring conduit laying and provision of sleeves as per approved drawings before clearing for all concreting works of sub structure and superstructure works.

5.6 Checking of cable route layout drawings and other services drawings like LAN, Telephone, OFC etc. in consultation with Site Engineer (Civil) &Site Engineer (HVAC).

5.7 Taking joint measurement of cables with contractor as per approved cable route layout drawings.

5.8 Checking of equipment layout drawings of various electrical equipment taking into consideration of other services like HVAC, Fire Fighting etc.

5.9 Before covering up of the trenches, ensuring of cable laying in trenches at specified depth with sand & brick protection.

5.10 Supervision /execution of day to day construction activities at site as per drawing and specification of work and maintain all records / registers & check lists as per the standard guidelines given in the "**DCSEM Manual of general guidelines for quality assurance & quality control**".

5.11 Ensuring observance of the electrical safety rules & regulations as per Indian Electricity Rules.

5.12 Ensuring the delivery of materials / equipments at site as per approved GTP & technical specifications and maintaining the Material at site register and File of manufacturer's test reports / inspection reports.

5.13 Supervision of pre-commissioning testing of all the electrical equipments through competent testing agency.

5.14 Preparation of all necessary documents, drawings, manufacturer's test reports and pre-commissioning rest reports for submission of application to Central Electricity Authority (CEA).

5.15 Assisting EIC in commissioning of electrical installations with compliance to the provisions of IE Rules.

5.16 Arranging necessary tests on materials, if required as per tender specification, in Govt. approved / NABL accredited testing laboratory.

5.17 Pre dispatch inspection (PDI) for materials if required to be done so that material reaches site in time. During PDI, the materials cleared for dispatch must be identified/signed to ensure that same material reaches the site.

5.18 Getting daily labour and progress reports from contractors and also the same shall be maintained in separate registers with the help of supervisors/technicians at site.

5.19 Preparation and submission of fortnightly and monthly progress reports and submit to Technical co-ordination section through EIC.

5.20 Checking the correctness of the RA and final bill submitted by the agency and if any discrepancy the same should be brought to the notice of agency through a letter.

5.21 After checking and correction, bill to be uploaded in WCMS and submit three set of hard copies to EIC after getting signature from contractors.

5.22 Measurement of all hidden items like cable in ground, recessed conduit, works inside false ceiling etc. before completion of the work, jointly with contractors and maintain the details in registers

5.23 Ensuring the materials which are paid in secured advance are approved by EIC andtested as per contract provision.

5.24 Ensuring the quantities of materials paid in secured advance are deducted with wastage after incorporation in the works and for perishable items insurance is to be obtained.

5.25 Deciding the proportionate rate for the incomplete jobs commensurate with the actual value of work done and as the work progresses the part rates to be released.

5.26 Maintaining **Bill of register** and tobe updated after every RA bill.

5.27 Monitoring the quantities of each item during progress of work and if there is any variation in any items, anticipated variation statement, proposal shall be submitted to EIC to get approval of CA upto the stipulated limit, before execution of the same.

5.28 Preparation of proposals of DI/EI/SI if any and submit to EIC to get approval of project review committee.

5.29 Writing in site order books /issue of letters to contractors regarding any short comings in day to day work with regard to quality /progress of work.

5.30 After completion of work, preparation of general variation statement; final extension of time; final escalation bill along with final measurements and submit to EIC along with final bill for scrutiny, test check, approval of CA and making payment to contractors

5.31 After completion of work/project, get as built/Completion drawings from contractors incorporating all the corrections / modifications for future reference.

5.32 After completion of work, through inventories and completion drawings hand over the electrical installations to Users through EIC.

5.33 Preparation of estimate proposals for additional works of the project or as directed by EIC/CE for any other projects and submit along with TS proposal for further action.

5.34 Apart from execution jobs, delivering any other assignments such as members in Evaluation committee for tendered jobs; carrying out PD inspection for materials if required etc. and any other assignments as directed by EIC/PE/CE/Competent authority.

Responsibilities of Technicians(Elect):

In general, Technician of various trades and various grades are deputed to Construction projects to assist Site Engineers.

6.1 Assisting Site Engineers in marking conduit layout, cable route layout, equipment layout etc.

6.2 Supervision during all construction activities and to ensure quality as per specification and drawing.

6.3 Checking of conduit laying and provision of sleeves before clearing for all concreting works of sub structure and superstructure works.

6.4 Before plastering job, ensuring of all electrical work pertaining to brick masonry like wall conduiting, installation of switch boxes, distribution boards etc. are completed as per thiyyas for thickness of plaster given by civil agency.

6.5 Checking of wire pulling in conduit, termination of wires with copper lugs in switch boxes, earthing, sub-main wiring, distribution board dressing etc.

6.6 Before cable laying, ensuring healthiness of cable drums with insulation resistance testing.

6.7 Before covering up of the trenches, ensuring of cable laying in trenches at specified depth with sand & brick protection.

6.8 Checking installation of electrical equipments like Fixtures & fittings, Panels, Distribution Boards, Service Boxes, Transformers, Battery & Battery Charger etc.as per approved drawings, manufacturer's recommendation and good engineering practices.

6.9 Carrying out site pre-commissioning tests like insulation resistance test and continuity test on wiring, distribution boards, service boxes, panels, cables, earth resistance test, healthiness of earth leakage circuit breakers etc. and maintain in site test registers.

6.10 After commissioning, data logging of various electrical equipments like transformer, panel, DG set battery to be registered in log book.

6.11 Ensuring of construction workers to maintain safety precautions such as mandatory earthing connection to construction electrical machinery, power supply distribution equipments, wearing rubber gloves / using discharge rods, safety helmets, safety belts, safety shoes, safety platforms, safety hand rails etc.

6.12 Maintaining of various day to day records such as delivery challans, manufacturer test certificates; daily labour and progress reports; material at site registers etc. all as directed by site Engineers.

6.13 Helping Site Engineers in maintaining various papers and files of day to day work.

6.14 Accompanying contractors while carrying sample materials to testing laboratory identified and selected by Site Engineers.

6.15 Assisting Engineers in delivering of letters, correspondences, bills, samples of materials etc. to head office.

6.16 To ensure cleanliness of entire work site and premises through contractors on day to day basis or periodically.

6.17 To ensure proper stacking of all construction materials at places as allotted by department during commencement of work.

6.18 To assist site Engineers in checking the material stock in contractors' go-downs and maintain material registers.

MAINTENANCE GROUP

MAINTENANCE GROUP

Maintenance Group consists of two Engineering Services Divisions

- Engineering Services Division is well known to provide services by effective and economic means for keeping the buildings & internal services in working condition.

- Also to improve the facilities depending upon the demand and needs of the users from time to time observing all the departmental norms.

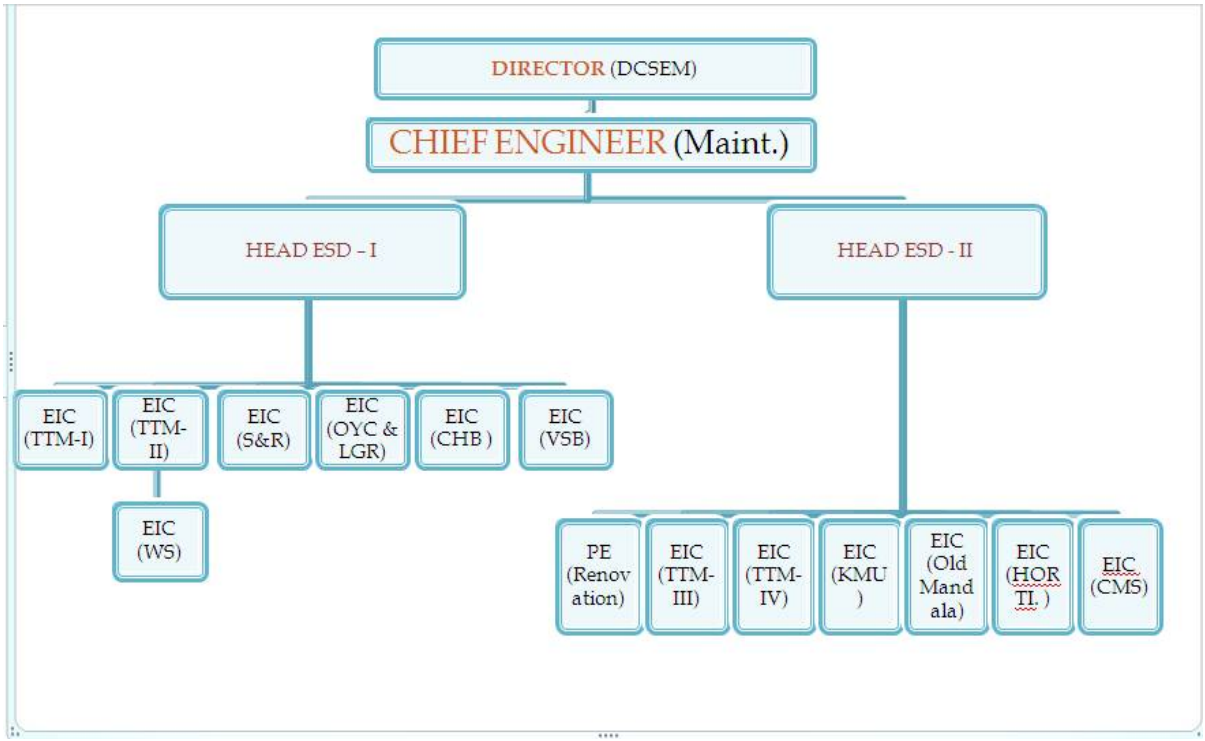
MISSION STATEMENT

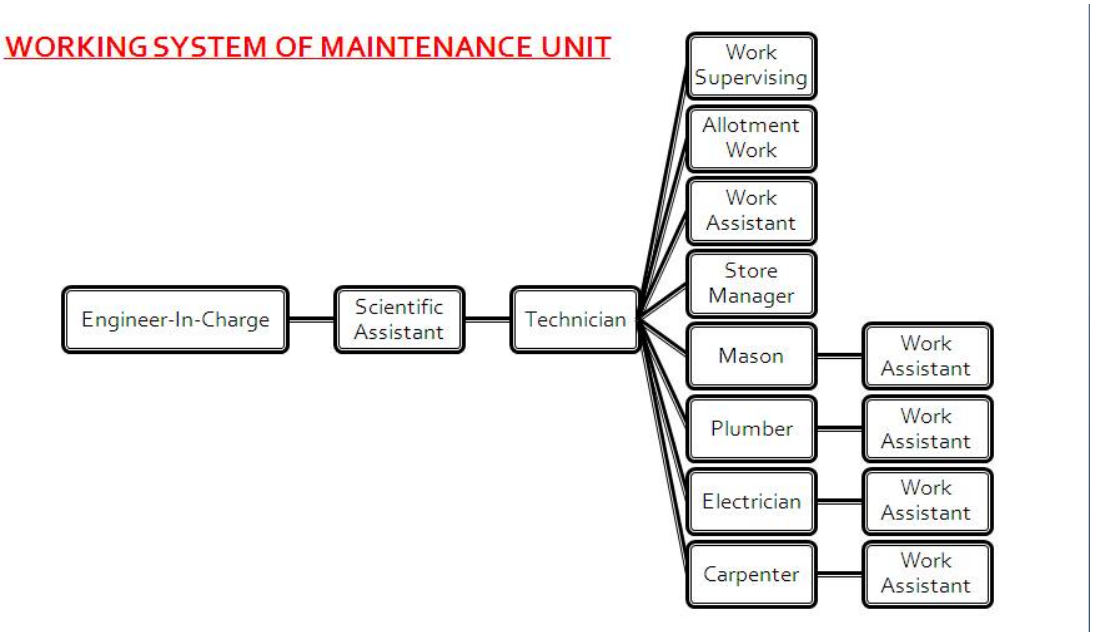
The mission of the Maintenance Group is to keep the Residential buildings, Office buildings, Academic buildings, Compound wall, Road, Footpath, Garden, Storm water drains, Community centres, in good condition.

DESCRIPTION OF THE ORGANISATION WITH ITS OBJECTIVES

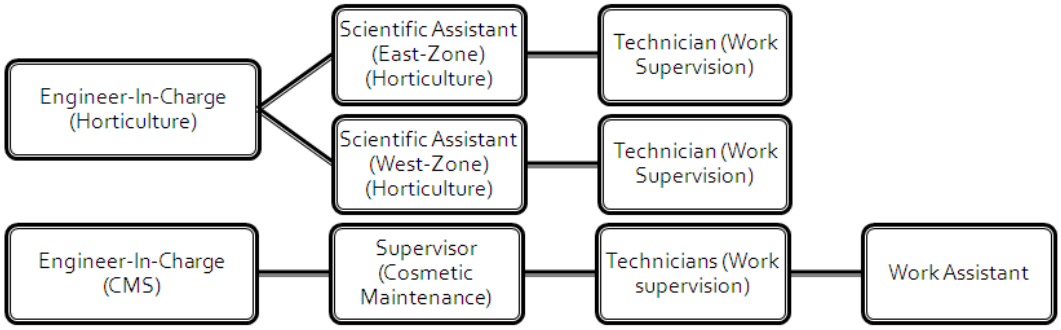
- To preserve building's and service's in good operational condition.
- To restore it back to its original condition wherever deteriorated.
- ESD, in nut shell, is to keep all the buildings under its purview in serviceable condition all the time including their other allied internal services, infrastructures viz. Internal PH & internal electrical installations, roads, storm water drains, footpaths, grounds, playfields, compound wall, cleanliness, hygiene etc.

ORGANIZATIONAL HIERARCHY CHART OF THE ORGANIZATION

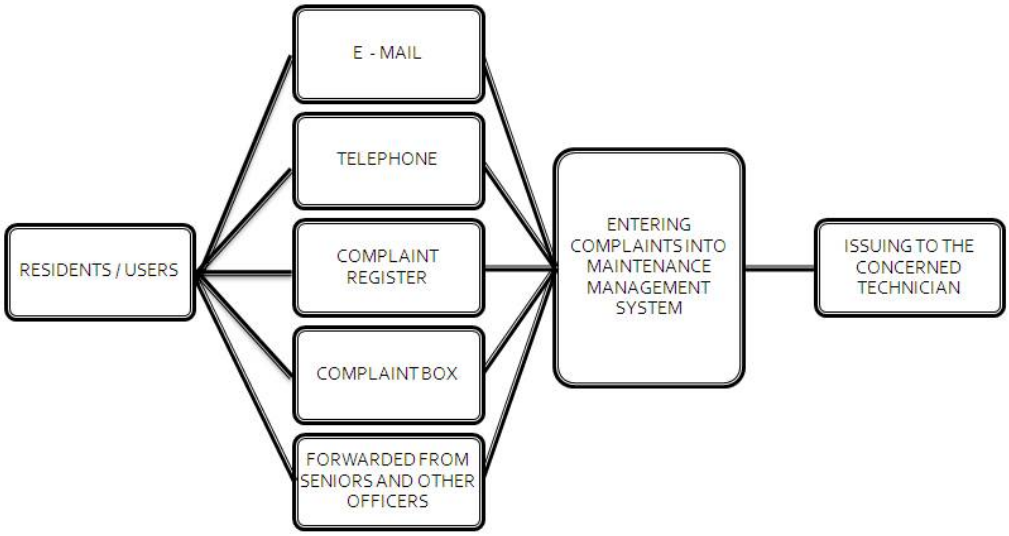




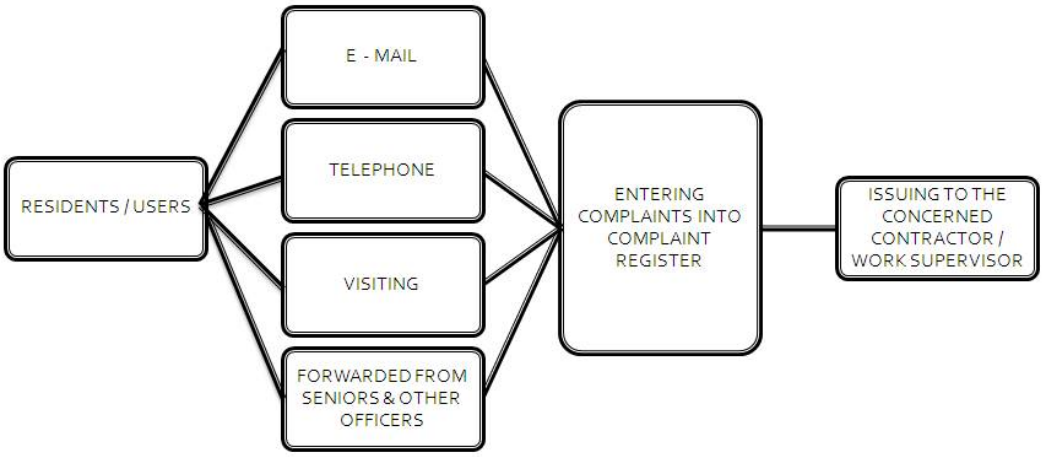
WORKING SYSTEM OF H & CMS



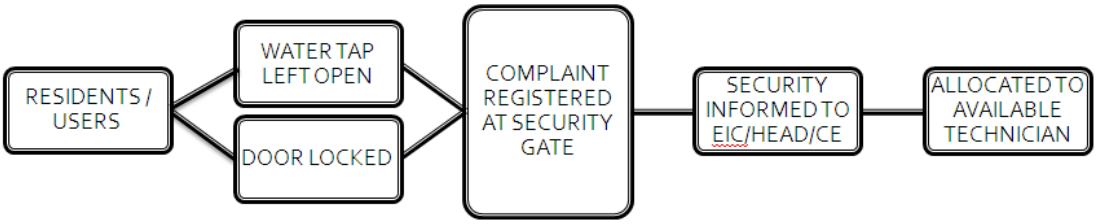
MODE OF RECEIVING COMPLAINTS IN MAINTENANCE UNIT



MODE OF RECEIVING COMPLAINTS IN HORTICULTURE & CMS



EMERGENCY RESPONSE SYSTEM IN NON WORKING HOURS



DUTIES OF CONCERNED OFFICES

- **Responsibilities of Engineering Services Division**
  - Maintenance of complete civil works coming under purview.
  - Maintenance of Internal PH and internal electrical installations of residential building.
  - Maintenance of Internal PH installation of public building.
  - Maintenance of water supply lines from Water tanks to tapping point.

- Maintenance of sewage line upto first inspection chamber.
- Maintenance of storm water drains.
- External and internal painting of Buildings.
- Maintenance of compound wall.
- Maintenance of playfields & gardens.
- Cosmetic maintenance.
- Maintenance of Roads & footpath.

- **Responsibilities of Maintenance Unit**
  - To handover the vacant flats to their authorized occupants after maintenance.
  - To receive complaints from Allottees and attend the same in timely manner.
  - Receive flat after vacation from Allottee.
  - Check that all the fitting and fixtures are in place at undamaged condition at the time of vacation.
  - Maintain the data related to Allotment and complaints.

- **Responsibilities of Horticulture & CMS**
  - Maintenance of Ground and play fields (Garden's)
  - Maintenance of Garden areas of BARC hospital and AERB.
  - Annually cutting of wild vegetation.
  - Transplantation of specified trees as and when required.
  - Maintenance of plants/trees/shrubs by trimming, watering, weeding etc.
  - Trimming of specified trees (Located in Garden Area) after obtaining clearance from tree authority (MCGM)
  - Removal of dead and fallen trees.
  - Maintenance of Play equipment's and Garden benches.
  - Cleaning, sweeping, mopping of the common area of the buildings.
  - Collection of garbage and disposal at garbage bins from building / flats.
  - Cleaning of road, footpath and SWD etc.
  - Anti termite treatment and other pest control as per complaint received.

- Fogging operations at regular interval.
- Removing of unwanted wild growths from structural members/ buildings.

DUTIES OF CONCERNED OFFICERS

- **Duties of Chief Engineer (Maint.)**
  - Overall responsible regarding maintenance work
  - Approval of Major Maintenance works.
  - Award of works after tendering.
  - Planning of Preventive maintenance work and planned expenditures.
  - Administrative control on all employees working in Engineering services division.
  - Co-ordination with other Sections/offices.
- **Duties of Head ESD – I**
  - Responsible for maintenance works of Western side of Anushkatinagar& city area.
  - Responsible for External repairs, painting & internal painting of Anushkatinagar, old mandala & city area.
  - Responsible for cosmetic and horticultural maintenance of city area.
  - Award of works after tendering.
  - Any other work / responsibility assigned to him by seniors.
- **Duties of Head ESD – II**
  - Responsible for maintenance work of Eastern side of Anushkatinagar & old Mandala.
  - Responsible for Renovation of internal finishes works.
  - Responsible for cosmetic and horticultural maintenance of Anushaktinagar.
  - Award of works after tendering.
  - Any other work / responsibility assigned to him by seniors.

- **Duties of Engineer-In-Charge of Maintenance Unit**

  - He shall keep all the resources in place to ensure that the complaint received from the users are attended in the schedule time frame.
  - Responsible for all the maintenance related works of Residential and Public Buildings coming under purview of his unit.
  - Arranging attendance of day to day complaints through Departmental persons or Annual maintenance contract.
  - Reviewing of pending complaints.
  - Interaction with the Allottees and Residential associations.
  - Administrative control of the unit staff.
  - Handing over the flats to Authorized Resident and taking them back in vacant conditions and send the Occupation & vacation Report to the estate officer.
  - Review of occupation & vacation reports and register
  - Planning of preventive maintenance, development works and submission of the proposals.
  - Submission of Monthly progress reports of works, Monthly & yearly statements of complaints attended, Weekly vacation & occupation reports etc.
  - Responsible to execute the contractual works as per the specifications and schedule.
  - Indenting of required material through DPS/LPS.
  - Any other work / responsibility assigned to him by seniors.

- **Duties of Scientific Assistant of Maintenance Unit**

  - Receiving day to day maintenance complaints and arranging to attend through Departmental person or Annual maintenance contract.
  - To review the non attended complaints and ensure that those complaints are attended properly.
  - Supervision of the departmental & contractual works under his unit to ensure that the work is done according to&in accordance with the requirements & the specifications.
  - Taking measurements and preparation of Bills.

- Identifying the problems depending upon complaints received and/or feedback received.
- Collection of Engineering data and preparation of sketches, plans and estimates for the proposals.
- Assist Engineer-In-charge for making proposal, statements and reports.
- Any other work / responsibility assigned to him by seniors.

- **Duties of Technicians**

  - Receiving the complaints in workman diary and attending in the professional manner.
  - Collection of materials/spares from unit store and depositing the unused/surplus/removed/defective material back to store.
  - He is accountable for issued material from unit store as well as removed material from site.
  - Supervise the work of his trade executed through maintenance contracts including taking measurements.
  - Any other work / responsibility assigned to him by seniors.

SUPERVISION AND CONTROL SYSTEM

Quality Control System

Quality control divided into two parts:

1. **Material Quality:**

A:Departmental Works:

Quality of material is ensured by doing following checks:

1. By approving sample before procurement of material.
2. By pre dispatch inspection as per Specification.
3. By sampling and regular testing as per Specification.

B: Contractual Works:

Quality of material is ensured by doing following checks:

1. By use of only approved makes.

2. Pre dispatch inspection as per Specification, in case of mass procurement

3. For factory products, Sampling and testing as per Specification.

4. For cast in situ products, Sampling and testing as per Specification.

2. Workman Quality:

A: Departmental Works:

1. By providing proper training for"How to execute the work".

2. By following check list.

3. By regular inspection of Jobs

B: Contractual Works:

1. By Regular checks of workmanship of new Workers.

2. By providing trainings from manufacturers in case of specialized works, wherever required.

3. By providing procedure trainings related to checklist, safety etc.

4. By regular inspection of work.

WORK DONE BY	SUPERVISION BY
Technicians	Scientific Assistant
Scientific Assistant	Engineer In charge
Engineer In charge	Head ESD
Head ESD	CE (Maint.)

WORK DONE BY	CONROL SYSTEM
Technicians	• Checking of Workman's Diary
Scientific Assistants	• Test Check of Measurements
Engineer In charge	• Inspection of Head ESD • Inspection Reports • Test Check of Measurements
Head ESD	• Inspection of CE(Maint.) • Progress & status review Meetings and Discussions • Review of Budgets and Funds Availability

RECRUITMENT AND TRAINING OF THE OFFICIALS

- Maintenance Group has initiated in-house trainings program for Technicians in order to improve Knowledge, working culture and overall personality. Training Program is proposed to be conducted periodically Batch wise.

MONITORING (Monthly & Annually)

DEPARTMENTAL WORKS:

- Scientific assistant shall prepare statement furnishing the details of complaints attended during the month /year, category wise to monitor the status of complaints attended by technicians.
- Engineer-in-charge shall review the statement furnishing the details of complaints attended during the month / year, category wise to monitor the status of complaints.
- Engineer in charge shall also review the materials of unit store for further procurement/indent.
- Monitoring of complaints received from Schools on monthly basis.

CONTRACT WORKS:

Engineer in charge - to monitor execution of works, quality assurance, site meetings, inspections, progress monitoring and timely billing.

TIME SCHEDULE FOR ATTENDING COMPLAINTS

Type of Complaint	Nature of Complaints	Time Required
Cat A	No light/ Shock in Electrical fittings/earthing/ light flickering/ Night Latch/ Leakage in taps/No water in the flat/ Internal Chock up/ change of switches	1 Day
Cat B	Replacement & repair of fan / socket DP Switch / fan regulator/ ELCB / Bell / holder / Ceiling rose / bell push / Geyser switch / Cementing gaps of sink, flooring / kitchen sink leakage / door sill / grating of floor trap / night latch / door tight / safety chain / tower bolt /tadi / aldrop / door hinges / flush handle / toilet seat cover / stop cock/ wash basin leakage / shower / geyser connection / clamps on G.I. pipe / waste coupling / pillar tap/ bottle trap	2 Days
Cat C	Replacement of geyser / switch board / window glass / cloth wire / window handle / door handle / cam lock / peep hole/ door stopper / peg stay / mirror / towel rod / hanger rod/ flush tank / flush pipe / G.I. pipe/ W.C. Pan	3 Days
Cat D	Plastering patches, repairs / louver glass/ mirror shelf glass / window hinges / bath & WC door frame repair / less water / shaft leakage / welding of window hinges / window frame/ window cleats / peg stay / window handle / louver clips.	5 Days
Cat E	Flooring of tiles / Kotah stones/ bath & WC door frame / Kitchen cabinet repair / treatment of termite	7 Days
Cat F1	Internal Leakage	7 Days
Cat F2	Leakage from upper floor Toilet	30 Days
Cat F3	Leakage from terrace, Gable end walls External Leakage	-----
Cat Z	Any other major repairs	------

CLEANING SCHEDULE OF CMS

Sl. No	Scope of Work	Frequency
1	Collection of garbage from individual flats, their segregation & its disposal	Daily
2	Sweeping & cleaning of passages, corridors, stilted areas, staircase, front & rear canopies & lift cars cage	Daily
3	Mopping of passages, corridors, stilted areas, staircases, lift car cage etc	Fortnightly
4	Removal of cobwebs	Monthly
5	Cleaning of storm water drains around buildings	Monthly
6	Cleaning of market areas, security complex including wash rooms etc	Daily
7	Sweeping & cleaning of footpath, water tables, and areas along road	Weekly
8	Picking of floating materials from road side, public area etc	Daily

INSPECTIONS (Monthly & Annually)

REVIEWING AUTHORITY	FREQUENCY
CE (Maint.)	MONTHLY
Head ESD	WEEKLY
Engineer – in - Charge	DAILY
Scientific Assistant	DAILY

CHECKLIST FOR VACATION OF FLAT		
Point No	**Description**	**Answer**
1	Authority letter of vacation issued by APO/AO-III/CAO	Yes /No
2	Ensuring identity of the person by checking ID card	Yes /No
3	All the three keys of night latch surrendered	Yes /No
4	All the two keys of Letter box Surrendered	Yes /No
5	All PH installation are in place in undamaged condition	Yes /No
6	All Electrical switches / points / fittings are in place in undamaged condition	Yes /No
7	All fans are in place	Yes /No
8	All geysers are in place	Yes /No
9	If AC was installed then whether any Hole / damages are there during de-installation	Yes /No
10	Any surplus material/house hold/garbage left in flat or nearby	Yes /No
11	Meter reading taken	Yes /No

CHECKLIST FOR CHECKING THE FLAT FOR READINESS		
Point No	**Description**	**Answer**
1	Main door is lockable	Yes /No
2	Water supply available in all taps / PH installation	Yes /No
3	Electric supply available in all Switches / points	Yes /No
4	Fans / regulator are in working condition	Yes /No
5	Geysers are in working condition	Yes /No
6	All doors/windows are in operational condition	Yes /No
7	Internally painted properly	Yes /No
8	Any Internal / External / Shaft leakage observed	

CHECKLIST FOR OCCUPATION OF FLAT		
Point No	**Description**	**Answer**
1	Authority slip from APO/AO-III/CAO are available with person visited	Yes /No
2	Ensuring identity OF the person by checking ID card	Yes /No
3	All the three keys of night latch handed over	Yes /No
4	All the two keys of Letter box handed over	Yes /No
5	Meter reading taken	Yes /No

CHECKLIST FOR ATTENDING COMPLAINTS		
Point No	**Description**	**Answer**
1	Uniform worn	Yes /No
2	Safety shoes / sandal worn	Yes /No
3	Departmental ID card displayed	Yes /No
4	Required tools carried	Yes /No
5	Required Materials / spares carried for attending the particular complaint	Yes /No
6	Any specific time / availability intimated for attendance	Yes /No
7	Job attended fully and satisfactorily	Yes /No
8	Acknowledgement of Allottee taken	Yes /No
9	Removed/dismantled material taken back and handed over to unit stores	Yes /No
10	Reported regarding not attendance of complaints with reason.	Yes /No

MONITORING AND REVIEW OF INSPECTION

- Chief Engineer (Maint.) along with Head ESD-I, Head ESD-II & Engineer in charge of respective unit, shall monitor and review the inspections carried out time to time on Quarterly Basis.

IMPORTANT ASPECTS: GUIDELINES FOR THE INSPECTIONS

- Checking the Statements of complaints attended.
- Inspection of the work executed as per specification & Drawings, and schedule of quantities.
- Inspection of occupation & vacation register.

INSTRUCTION FOR "HOW TO AVOID MISTAKE"

- Encourage Allottee to give maximum details related to complaint for proper and error free entry of complaints
- Assign the job to the concerned trade technicians.
- To carry all required tools and materials/spares for attending the complaint.
- Follow standard execution & safety procedures.
- Follow the checklist of each and particular item during the execution.

- Regular interactions with technician on how to carry out job in a satisfactory and complete manner.
- Regular interactions with technician on how to interact with residents during his visit.
- Have co-ordination between different trades / agencies working in same area.
- Discuss all the problem with seniors encountered during execution.

Subject-Wise-Acts, Rules, Regulations and Resolutions, procedures prescribed to perform the particular duty as per the job chart of theofficer / organization

- To be given by Administration section

GENERAL SERVICES SECTION

GENERAL SERVICES SECTION

ABOUT ELECTRICAL & MECHANICAL SERVICES DIVISION

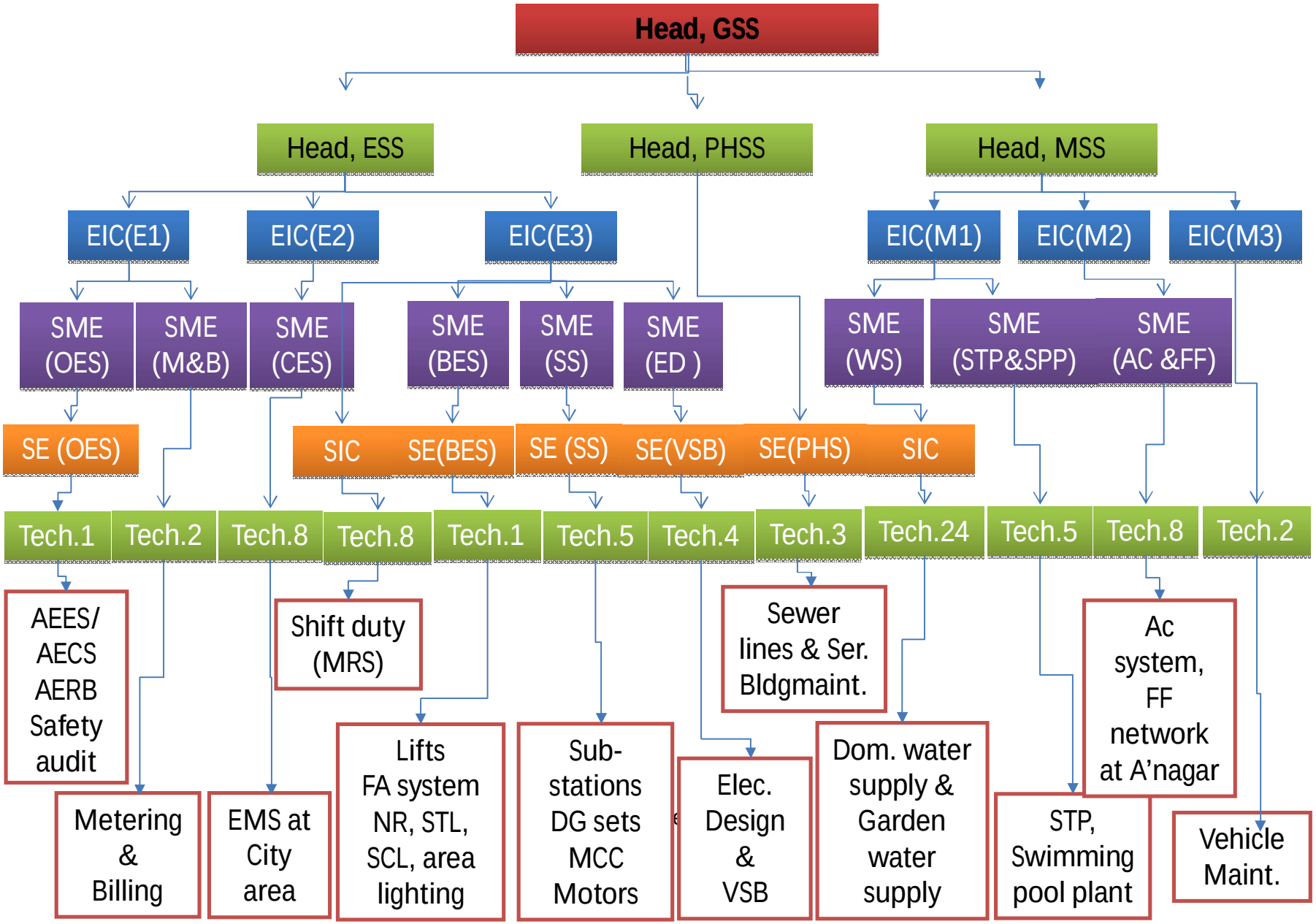
The Mission of General Services Section is to ensure continuous & safe Power supply and water supply to all stake holders.

Improve user satisfaction level by operating & maintaining the services efficiently and introducing the latest technology available from time to time by way of renovation/ upgradation of existing services etc.

Objectives:

- Ensure safe and continuous power supply
- Ensure supply of potable water
- Sewage watercollection system
- Sewage water treatment system
- Supply of recycled water
- Supply of garden water
- Maintenance of Electrical service like Elevators, DG sets, Street lighting system, security lighting system, common area lighting, sport lighting systems at Residential, commercial and office buildings
- Maintenance of air-conditioning systems at office complexes
- Maintenance of firefighting networks at Anushaktinagar
- Maintenance of Fire alarm systems at Office complexes and residential buildings.

Hierarchy chart



DUTIES OF THE CONCERNED OFFICES:

OFFICERS/EMPLOYEES

1. Head (GSS) :

Overall duties of Head (GSS)

Sr. No.	Electrical services	Mechanical services	PH services
1.	Operation &Maintenance of 11kV & HT/LT external electrical system at Anushaktinagar& city buildings including OYC Campus.	Operation & Maintenance of water supply system Anushaktinagar.	O&M of sewerage system including STP at Anushaktinagar.
2.	O&M of internal electrical installations of office buildings in Anushaktinagarincluding Dispensaries at Anushaktinagar& OYC.	O&M of Fire Fighting System at Anushaktinagar.	O&M of sewage pumping stations
3.	Maintenance of lifts at Anushaktinagar& city buildings.	Maintenance of Garden water supply.	Maintenance of sewer collection system
4.	Liasoning work with Power supply authorities like Reliance, BEST, TATA Power Co. Ltd. (TPCL).	Maintenance of domestic water pumps at Old Mandala.	Upgradation of STPs and sewer pipe lines
5.	Upgradation / renovation / rewiring of electrical installations under DCSEM, Mumbai.	Upgradation of external water supply system & Fire Fighting system at Anushaktinagar.	

6.	Replacement / modification of lifts.	Maintenance of departmental vehicles.	
7.	Upgradation of substations and other installations.	Liasoning work with MCGM.	

Daily activities:

- Review of pending complaints
- Passing of bills

Monthly activities:

- Review the complaint register at least once in a quarter in general and at least once in a month in case of complaints requiring more attention.
- Sending of monthly report to Director's office.
- Review the works of addition/upgradation and special repair works with every section to minimize the number of complaints.

Periodically:

- Review the functioning of various services as per details sent by section Heads/EICs.
- Review the complaint registers and carryout inspection of the some of the complaints
- Review the availability of funds and expenditure quarterly and making proposal accordingly.
- Review the performance of the service center once in a year and send reports to CE.
- Review TS periodically

Head, Electrical Services/Mechanical Services/PH Services

Daily activities:

- Review the complaints received through senior officers as wells as complaints

Monthly activities:

- Review the complaint register at least once in a month in general and at least once in fortnight in case of important services.
- Sending of monthly report to Director's office.
- Review the works of addition/upgradation and special repair works with every Division to minimize the number of complaints.

Periodically:

- Review the functioning of various services as per details sent by EICs
- Review the complaint registers and carryout inspection of the some of the complaints as frequently as possible
- Review the performance of the service center twice a year and send reports to CE.
- Review TS periodically

Engineer-in-charge:

Daily activities:

- Review the complaints received through senior officers as wells as complaints pertains to higher officials
- Obtain sanction for new addition/alteration works, renovation work/Upgradation works
- Review works progress with SME/SEs.
- Chalk out monthly programmer of addition/alteration works
- Review of estimates sent by SME/SEs.
- Review the works progress with the SMEs.

Weekly activity:

- Review the abstract of Complaints at least once a week in normal course and twice a week where complaints pertain to higher officials
- Turn by turn spend half a day in every service center and examine records and dairies of Technicians.
- Review the functioning of service center.
- Pay special attention to general deficiency in the maintenance area, cleanliness and take immediate action

Monthly activities:

- Inspect the complaints attended. Other than those checked by SME/SE at least twice a month and record results in the complaint register.
- Pay specific attention to general deficiency in maintenance area, cleanliness and take immediate action
- Review of requisitions pending for preparing estimates
- Send the monthly reports of the following services to Section Head (Supdt. Engineer)

    a) Abstract of complaints registers
    b) Abstract of routine/preventive maintenance works
    c) Abstract of major break downs

- Review pending personnel matters related staff

Periodically:

- Physical inspection of at least 25% of Electrical installations to identify the annual/special/periodical repairs
- Physical inspect important buildings once in a year to ensure safe services.
- Pre-monsoon inspection of all important installations and installations which are likely to be affected during monsoon and take necessary action.
- Certify the necessity of the special repair works on the estimates initiated by SME/SEs
- Review requirement of materials for maintenance.

- Having quarterly meeting with all SME/SEs and discuss the issues of routine maintenance.

Service Maintenance Engineer (SME):

Daily activities:

- Certify the necessity of the special repair works on the estimates initiated by SEs
- Monitoring of attendance of SE and other staff

Weekly activities:

- Forward weekly abstract of pending complaints to EIC for taking suitable action with suggestions if any.
- Devise ways to attend long pending complaints by redeployment of Technicians.
- Verify and send estimate for the maintenance works.
- Personally inspect 10% of the complaints attended other than those checked by SE twice a week.
- Review the records maintained at service center twice a week.

Monthly activities:

- Send the cases of addition/alteration cases to EIC with cost estimate.
- Chalk out monthly programmer of addition/alteration, periodic maintenance works
- Monthly review/arrange of material from stores
- Discuss with EIC the programmer for sanctioned works
- Update the value of addition/alteration works carried out.
- Verify and send the monthly reports of the following services to EIC
    a) Abstract of complaints registers
    b) Abstract of routine/preventive maintenance works
    c) Abstract of major break downs

Seasonal:

- Pay specific attention to cleanliness, general deficiency in maintenance etc. during routine inspection of works

Quarterly:

- Send the reports to EIC maintenance reports to EIC.
- Personally inspect 10% of the complaints attended other than those checked by SE twice a week.
- Review the records maintained at service center twice a week

Yearly:

- Send the estimates for preventive and break down maintenance works, special repair works for maintenance of services
- Finalize the requirement of materials for store once in the month of OCT.

Urgent works:

- Send estimates for restoration of services
- Send estimates for addition/alteration

Service Engineer (SE):

Daily activities:

- Check the compliance of task assigned to the Technician's notebook and complaint register.
- Prepare the abstract of complaints at the end of day.
- Review the Complaints Register and identify the complaints of repetitive nature from the same premises.
- List out cases of addition/alteration works
- Obtain sanction for new addition/alteration works, renovation work/Upgradation works
- Marking attendance of the Technicians and issue of materials
- Personally inspect 25% of the complaints attended every day.
- Pay specific attention to cleanliness, general deficiency during his routine inspection of works
- Complete personnel cases of Technicians, leaves

Weekly Activities:

- Prepare abstract of the complaints on last working day of the week
- Send cases of addition/alteration works to SME with cost of work
- Draw programmer of periodic maintenance, addition & alteration works based on the schedule
- Review of availability of material for the works
- Submit estimates of works required to be carried out

Monthly activities:

- Review of requisitions pending for preparing estimates
- Preparation of monthly reports of complaints and maintenance activities
- Review pending personnel matters related staff

Quarterly:

- Review stock of materials
- Preparation preventive and beak down maintenance reports.

Yearly:

- Prepare estimates for preventive and break down maintenance works, special repair works for maintenance of services
- Assess the materials for stores once in the month of OCT.
- Preparation of special repair works carried out.

Seasonal:

- Inspect the substations/electrical/pump houses/AC plant installations twice a year in Feb-March & Sept-Oct. for identifying items of preventive maintenance.
- Pre-monsoon inspection of all E&M installations

Shift-in-charge:

1. Operation of Electrical/Mechanical installations at Anushaktinagar
2. Checking of installations for its healthiness

3. Checking equipment as per maintenance schedule/check lists.

4. Maintaining of daily log sheets.

5. Liaisoning with supply authorities for shut-down & restoration of water/power supply.

6. Giving shut-downs issue of work permit with approval of EIC and restoration of power/water supply after due inspection of installations.

7. Break-down maintenance of Electrical/mechanical systems.

8. Receiving & logging of complaints in complaint registers with date and time, monitoring and to ensure the complaints are attended in time and getting feedback from the Complainants.

9. Preparation of daily reports & forwarding to EIC & under intimation to Head.

10. Providing temporary supply to users as per the permissions given. Forwarding meter readings to Metering & Billing section/ EIC (M2) as the case may be.

11. Responsible for maintenance of log book of all the activities carried out during the shift and record spares consumptions.

12. Responsible for preparation of incident/accident reports during shift.

13. Responsible for analyzing any failures and plan measures to eliminate the root cause of equipment/networks in consultation with EIC/Head.

14. Responsible for coordinating with different contract agencies.

15. Ensure good housekeeping & safety in all substations/pump houses/plant areas in Anushaktinagar.

16. Making efforts & taking precautions for Zero accident at workplace during shift.

17. To ensure the proper atmosphere and attitude of working staff.

18. Any other works as assigned from time to time.

Technicians:

- Taking day to day complaints from shift-in-charge, attending the complaints and reporting to shift-in-charge/SE.
- Carrying out routine/preventive maintenance of equipment/motor vehicles, preparing reports and submitting to SME/SE/SIC.
- Operation of relevant LT switch gear/pumps/valves/AC machineries under supervision of shift-in-charge/SE.
- Carrying out breakdown maintenance related to cable feeders
- Supervising the maintenance contract works and submission of reports duly signed.
- Carrying out daily surveys and submitting reports

Act, Rule & Regulation pertaining to the organization

The following Acts, Rules& regulations are generally followed

Electrical services

- Indian Electricity Act 2003
- CEA (measures related to safety and Electricity Supply) regulation 2010
- Bombay Lift rules 1958
- National Electric Code 2005
- Relevant IS

Mechanical/PH Services

- MCGM norms
- Maharashtra Fire Prevention & Life Safety Measure Act, 2006
- Relevant IS

Supervision and control system

Mechanism for services:

The following arrangements exist for attending various complaints of Electrical (except internal residential complaints), Lifts, Fire alarm system, road/building lighting at Anushaktinagar:

- Complainants are required to lodge complaints at MRS on phone no.25486612/22/25583042 or e-mail:mrs@dcsem.gov.in
- Complaint numbers will be allotted against the complaints for follow up and for future reference.
- Complaints will be closed after the same is attended &verified by shift in charge.
- Standard of performance for the services are being followed.
- In case complaints are not attended in time, EIC(E3) may be contacted on ph. No.25487330

At City buildings:

- Complainants are required to lodge complaints at OYC on phone no.22862589 or e-mail: elec_maint@dae.gov.in
- Complaint numbers will be allotted against the complaints for follow up and for future reference.
- Complaints will be closed after the same is attended & verified by shift in charge.
- Standard of performance for the services are being followed.
- In case complaints are not attended in time, EIC (E2) may be contacted on ph. No.25486712

Water supply (up to overhead tank), external Sewerage system and Firefighting system at Anushaktinagar

- Complainants are required to lodge complaints at MPS on phone no.25486613/6614/25589234 or e-mail:mps@dcsem.gov.in
- Complaint numbers will be allotted against the complaints for follow up and for future reference.
- Complaints will be closed after the same is attended & verified by shift in charge.
- Standard of performance for the services are being followed.
- In case complaints related to water supply and sewerage system are not attended in time, EIC (M2) may be contacted on ph. No.25486643/44.
- In case complaints related to Air conditioning and Firefighting are not attended in time, EIC (M1) may be contacted on ph. No.25486647.

- Head can also be contacted on ph. No.:25486646 or email id:headph@dcsem.gov.in

DCSEM vehicles at Anushaktinagar

- Complainants are required to lodge complaints at MPS on phone no.25486035 or e-mail: ajalil@dcsem.gov.in
- Complaint numbers will be allotted against the complaints for follow up and for future reference.
- Complaints will be closed after the same is attended & verified by shift in charge.
- In case complaints are not attended in time, Head may be contacted on ph. No.25486646.

Redressel of complaints

If the complaints are not satisfied with the services, they may contact Head, GSS on ph.no.25487388/25580808 or e-mail id:headgss@dcsem.gov.in

Mechanism for upgradation works:

- All the materials brought site are inspected at works of manufacturers for compliance w.r.t. specifications/standards
- Sr. Technicians are deputed for daily supervision of the upgradation works
- Site in charges checks the activities of the works in progress.
- Regular inspections of the works are being conducted by SME and EIC
- Progress review meeting at site and office are being conducted by EIC and Head

Training of officials/ staff

Officials are generally trained through various induction training programmers conducted by ATI/DAE.

A Technician training center at New Mandala is being opened for training all Technicians through refresher courses including conducting hands-on programs.

Monitoring:

Services are monitored through the following reports

- Daily reports- Daily complaints
- Monthly reports
- Quarterly reports
- Half yearly reports
- Yearly reports

Monitoring Formats

- Daily monitoring formats
- Monthly monitoring formats
- Quarterly monitoring formats
- Half yearly monitoring formats
- Yearly monitoring formats

Inspections (monthly & annually)

Inspections of maintenance works will be done as follows

- SE inspects 25% of complaints attended on daily basis
- SME inspects 25% of complaints attended other those inspected by SE on weekly basis.
- EIC inspects 10% complaints attended once in 2 weeks other than those inspected by SME/SE
- Head inspects the complaint registers and work diaries of technicians and service centre registers periodically.

Inspection of works will be done as per work procedure as follows

- SE test check all the measurements
- SME test check 25% of the measurements
- EIC test check 10% of the measurements.
- Head periodically inspects the works and records the inspections in the site inspection book and issue inspection certificate.

Instruction for “How to avoid mistakes’’

The following mechanism are devised to avoid mistakes

- standard operating procedure for operation of installations
- check list to check list to Technician
- Pep talk on safety & security to Technicians
- Train the technicians at regular intervals on O&M and safety issues

FINANCE AND ACCOUNTS GROUP

FINANCE AND ACCOUNTS GROUP

ABOUT FINANCE AND ACCOUNTS GROUP

Functions of Finance and Accounts Group of the Directorate of Construction, Services and Estate Management (DCS & EM) have distinct features. Both Finance and Accounts functions are in line with the procedure, guide lines and directives issued by the Government of India from time to time**.**

ACT, RULE & REGULATION PERTAINING TO THE ACCOUNTS AND FINANCE.

Following are the main Government Rules followed in Finance and Accounting functions of a Central Government Establishment like DCS & EM.

1. General Financial Rules (GFR)-2005(GFR – 2016 is under preparation).
2. Exercise of Financial Power (DAE) Rules (EFPR), 1978.
3. Receipt and Payment (R&P) Rules, 1983.
4. Civil Account Manual (CAM).
5. DAE Works Procedure, 2006.
6. DAE Purchase Procedure.
7. Government Fundamental and Supplementary Rules (FR & SR).
8. Other Government Rules such as CCS Pension Rules, GPF/CPF Rules, TA (SR) & LTC Rules, Leave Rules, Joining Time Rules, New Pension Scheme Rules, CHSS Rules (DAE),Central Government Employees New Group insurance Scheme Rules.

Brief descriptions of functions under Finance and Accounts are as stated below:

A. FINANCE FUNCTIONS.

Finance functions of Accounts are carried out by following Exercise of Financial Power (DAE) Rules (EFPR), 1978, General Financial Rules (GFR)-2005, DAE Works Procedure, 2006 and DAE Purchase Procedure. Major areas where Financial Concurrence, clearance are to be obtained as detailed below:

1. Proposals with regard to Contingent and Miscellaneous expenditure.
2. All works proposals for carrying out Minor and Major Works.
3. Purchase proposals.
4. For Creation of posts.
5. Budget and budgetary control

B. ACCOUNTS FUNCTIONS.

Accounting Functions are carried out based on the nature of works of accounts. Major functions are divided in to two parts as per Government Accounting system.

1. Drawing and Disbursing Office functions.
2. Pay and Accounts Office functions.

Drawing and Disbursing Office functions consist of the following:

1. Drawal of Pay and Allowances, Travelling Allowances, Leave Travel Concession allowances , and other allowances to the employees of DCS&EM.
2. Drawal of payment against Works Bills and preservance of all documents related to Works contracts.

Pay and Accounts Office functions consist of the following:

1. Maintenance of Cash, Drawal of Cheque for releasing payment to Government employees and other suppliers/ contractors.
2. Compilation of Government Accounts taking into account of Government Receipts and Payments on a monthly basis.
3. Final Settlement of dues in respect of Resigned, retired employees and release of Pension Payment Orders in respect of retired employees who governed by Pension Scheme (Old).

Details of finance and accounts functions are stated below:

A. FINANCE FUNCTIONS.

1. Clearance of proposals related to Contingent and Miscellaneous Expenditure.

All proposals with regard to contingent and miscellaneous expenditure are required to be approved by the authority (Head of Department/Head of Office) as indicated in Schedule – I (Contingent Expenditure) and Schedule – II (Miscellaneous Expenditure) under Rule 6.2 of Exercise of Financial Powers(DAE) Rules, 1978.

2. Financial clearance of proposals for carrying out "Minor/Maintenance and Major Works".

As per DAE works procedure in line with Section 2 (2) of CPWD Manual, any work can be commenced only after obtaining an Administrative Approval with availability of funds for the said work is obtained, a properly prepared detailed estimate has been technically sanctioned and where necessary expenditure sanction has been accorded. Thus the following are the stages for execution of works:

1. **Administrative Approval after certifying the availability of funds.**

Administrative Approval for Budgeted works:

Administrative Approval for all works except the works are in the nature of annual maintenance contract are required to be obtained from the Head of Department. While submitting proposals for obtaining Administrative Approval from the Head of Department, concerned Chief Engineers shall certify the following:

(i) Nature of work, Scheme / Project in case of Capital/ Project works proposed based on which the head of account against which the expenditure is to be charged shall be certified. Funds availability under Capital Project shall also be certified by the respective Project coordinator.

(ii) Nature of expenditure, whether the proposed expenditure is in the nature of "Revenue" or "Capital" shall be certified by the Chief Engineer concerned by following the provisions of General Financial Rule 90 and 91. In case of any clearance needed, the same can be obtained from JC (F&A) before the proposal is submitted to Director, DCS &EM.

(iii) Availability of Budget Provision made under Revenue/ Capital Project Heads of Account in the respective financial year when the proposed work is expected to be executed shall be certified by the concerned Chief Engineer.

(iv) As per Section 2.3.1 (c) of CPWD Manual, one copy of the administrative approval shall be endorsed to the concerned Accounts Officer.

Administrative Approval for Deposit Works:

These works are undertaken at the discretion of the department. Outlay for these works is either provided from Government grants to autonomous or semi-autonomous bodies or institutions through their Administrative Ministries, or is financed from non-Government sources wholly or in part from:

(i) funds of a public nature, but not included in the financial estimates and accounts of the Union of India,
(ii) Contributions from the public.

Realization of deposits: Deposit money for the deposit work shall be realized as per the provisions under DAE works procedure in line with CWD Manual provisions.

Concerned Chief Engineer shall certify the availability of funds under Deposit Heads before such proposal is submitted to Head of Department for Administrative Approval.

1. Technical Sanction.

Head (CQD) will issue the Technical Sanction based on the Administrative approval obtained. Expenditure Head and availability of funds shall be recorded in the Technical Sanction. Copy of such Technical sanction may be forwarded to Accounts Officer.

2. Notice Inviting Tender.

Centralized Quantity Section will prepare Notice Inviting Tender(NIT) for each works for which Administrative approval is obtained by incorporating all contractual terms and conditions in line with the provisions of DAE Works procedure and provisions of CPWD Manual which are incorporated in DAE works Procedure.

NIT need not be sent to Accounts for clearance for each case as the terms and conditions incorporated in the NIT has already been cleared by finance once. However, any changes made in the approved terms and condition need to be cleared by finance and approval of competent authority.

3. Scrutiny of offers received including verification of Comparative Statement.

Offers received along with Earnest Money Deposit equivalent to 2% of estimated cost shall be scrutinized by CQD before the same is forwarded to Accounts for verification. Comparative statement are required to be checked by Accounts. Comparative statements of all works shall be cleared by Deputy Controller of Accounts.

EARNEST MONEY DEPOSIT (EMD) – SECTION 19 OF CPWD MANUAL

The amount of the earnest money, which a contractor should deposit with the tender, is regulated by the following scales as per Section 19 of the CPWD manual.

In case of petty works costing Rs. 5,000/- or less the Executive Engineer may, at his discretion, dispense with the conditions for calling for earnest money.

(i) For works estimated to cost upto Rs. Ten crores : 2% (Two percent) of the estimated cost .
(ii) For works estimated to cost more than Rs. Ten crores:
Rs. Twenty lakhs plus 1% (one percent) of the estimated cost in excess of Rs. Ten crores.

Mode of Deposit of Earnest Money:

(1) The earnest money may be accepted only in the following forms:

(i) Treasury challan.
(ii) (Deposit at Call Receipt of a Scheduled Bank guaranteed by the Reserve Bank of India.
(iii) Banker's cheque of a Scheduled Bank.
(iv) Demand Draft of a Scheduled Bank.
(v) Fixed Deposit Receipt (FDR) of a Scheduled Bank.

(1) A part of earnest money is acceptable in the form of bank guarantee also. In such cases 50% of earnest money or Rs. 20 lakhs whichever is less, will have to be deposited in shape prescribed above and balance can be accepted in form of bank Guarantee issued by a scheduled bank.
(2) It should be ensured that the FDR is pledged in favor of the tender inviting authority. It is in the tenderer's own interest to keep the FDR valid as long as it is required. There is no need for the Department to insist upon the tenderer keeping the FDR valid, since he can encase the FDR only when it is assigned back to him by the tender inviting authority.
(3) If the banks are closed on the last date of receipt of tenders, the date shall be postponed suitably.
(4) When it is required that the earnest money should be deposited in the Treasury/accredited Bank direct by the contractor, the Divisional Officer/Sub-Divisional officer should prepare Challan (Form TR 6/GAR 7 in-duplicate
(5) The Bank Guarantee submitted as a part of Earnest Money shall be valid for a period of six months or more from the date of submission of the tender.

Refund of earnest money:

(1) The earnest money given by all the tenderers except the lowest tenderer should be refunded immediately after the opening of the tenders, or latest within a week from the date of receipt of tenders. Entry of Demand Draft/Bankers's cheque received as earnest money with the tenders may be kept in the Tender Opening Register, and these need not be deposited in the bank except for the lowest tenderer. (Modified as per OM/MAN/164)

(2) The Executive Engineer should periodically review the Tender Opening Register with a view to ensure that the earnest money is refunded in time. If the tenderers do not come forward to get their challans endorsed for refund, the challans should be sent to them by Registered Post within a week after expiry of the prescribed period. It will be the responsibility of Divisional Accountant to ensure that Earnest Money is refunded to unsuccessful tenderers in time specified above.

(3) In case where the earnest money is deposited direct into the Treasury or Bank, and receipted Challan is submitted along with the tender, the amount shall be refunded in the case of unsuccessful tenders by making requisite endorsement on the original challan as per Rule 630 of the Central Treasury Rules.

(4) Earnest Money Deposit of the successful bidder shall also can be refunded. If the successful bidder give consent for adjusting the EMD amount against the Security Deposit which can be considered by the Engineer – in- charge. In such cases proper directives may be sent to Account Officer.

(5) The earnest money deposits of Civil Departments may be refunded under the authority of an order endorsed by the departmental officer (in whose favor the deposit was made) upon the original deposit receipt. Under no circumstances, part payment be made.

Forfeiture of earnest money

(1) If any tenderer withdraws his tender before the expiry of the validity period, or before the issue of letter of acceptance, whichever is earlier, or makes any modification in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely. This provision would naturally apply only to the lowest tenderer once the earnest money of all the tenderers except those of the lowest is refunded as per provisions under para 19.5(1).

(2) If contractor fails to furnish the prescribed performance guarantee within the prescribed period, the earnest money is absolutely forfeited to the President automatically without any notice. (Modified as per OM/MAN/164)

(3) In case of forfeiture of earnest money as prescribed in 1 and 2 above, the tenderer shall not be allowed to participate in the retendering process of the work.

Offers received without required Earnest Money Deposit shall summarily be rejected.

SECURITY DEPOSIT AND PERFORMANCE GUARANTEE – SECTION

21.1 Performance guarantee

(1) The successful tenderer, hereafter referred to as the contractor, shall deposit an amount equal to 5% of the tendered and accepted value of the work (without limit) as performance guarantee in one of the following forms:

(i) Deposit at Call Receipt/Banker's Cheque/Demand Draft/Pay Order of a Scheduled Bank. (In case guarantee amount is less than Rs. 1,00,000/-)
(ii) Government securities.
(iii) Fixed Deposit Receipt (FDR) of a Scheduled Bank.
(iv) An irrevocable bank guarantee bond of any scheduled bank or the State Bank of India in the prescribed form given in Annexure. (2) of CPWD Manual.

(2) The time allowed for submission of the performance guarantee by the contractor shall be decided by the NIT approving authority for a period ranging from 4 to 15 days of issue of the letter of acceptance, depending upon the magnitude and/or urgency of the work.

This period can be further extended at the written request of the contractor by the Engineer-in-charge for a maximum period ranging from 1 to 15 days with late fee @ 0.1% per day, of performance guarantee amount. Such time period may be mentioned in the schedule F while finalizing the NIT.

(3) The date of start of the work may accordingly be fixed reckoning it after 7 to 30 days from the date of issue of letter of acceptance. (Modified vide OM DG/MAN/261 dt. 18.1.2013)

(4) The letter for commencement of work shall be issued to the contractor only after he submits the performance guarantee in an acceptable form. A sample copy of this letter is shown in Annexure-II of section 20 of CPWD Manual.

(5) However, in case of contracts involving maintenance of building and services/ other work after construction of same building and services/other work beyond defect liability period, 50% of Performance Guarantee shall be retained as Security Deposit. The same shall be returned year wise proportionately. The validity period of PG shall be extended accordingly

SECTION 21.2 of CPWD Manual - SECURITY DEPOSIT

(1) The security deposit shall be collected by deductions from the running bill of the contractors at the rate mentioned below. The security deposit can also be deposited in cash or in the form of Government Securities, Fixed Deposit Receipts etc. (Modified vide OM No. DG/MAN/ 285 dt. 21.8.2013).

(2) A sum @ 2.5% of the gross amount of the bill shall be deducted from each running bill as well as final bill of the contractor. Such deductions shall be made unless the contractor has deposited the amount of security at the rate mentioned in cash or Government securities or Fixed Deposit Receipts. This is in addition to the performance guarantee that the contractor is required to deposit as per para 21.1.(Modified vide OM No. DG/MAN/285 dt. 21.8.2013)

(3) Security deposit can be released against bank guarantee issued by a schedule bank on its accumulation to a minimum amount of Rs. 5 lakhs subject to the condition that amount of any bank guarantee except last one, shall not be less than Rs. 5 lakhs.

Conditions and Forms for security Deposit:

The Bank Guarantee submitted against Security Deposit shall initially be valid up to the stipulated date of completion of the work plus maintenance period as defined under clause 17 of GCC which shall be extended further time to time depending upon extension of contract granted under provisions of clause 2 and clause 5. (Modified vide OM No. DG/MAN/285 dt. 21.8.2013)

4. Acceptance of suitable offer, Expenditure sanction and issue of work order/contract and entering into agreement in Works Contracts, Consultancy Contracts and Outsourcing of works.

(i) Works Contracts:

Competent Authority as per DAE Works procedure and DAE Delegation of Financial Power shall approve the acceptable offer as proposed by the Centralized Quantity Division after clearance from Finance. Such financial clearance shall be accorded from Joint Controller (F&A) where the approving authority is Head of Department or Chief Engineer and other cases clearance from Deputy Controller of Accounts shall be obtained.

On obtaining the approval from the competent authority, CQD shall issue Letter of intent or Work order to the successful bidder. The bidder may also direct submission of Performance Guarantee equivalent to 5% tendered value as per CPWD Manual provision.

The works proposals shall be approved by following Financial Powers of DAE, Head of Department, Chief Engineers of various DAE Units in line with Schedule VI –A under Rule 6.1.3 of Exercise of Financial Power Rules (DAE), 1978 and DAE OM No.7/1(4)/2008/Budget/6977 dated

(ii) Consultancy Contracts:

Procedure as indicated in DAE works procedure shall be followed for carrying out any contract in the nature of “Consultancy”. However, the financial powers have been delegated by DAE to the Head of Department for a single consultancy Contract is as given below”:

A. If the Consultancy contract is awarded to any Private firms, the powers of Head of Department is limited to Rs. 25 Lakhs.
B. If the Consultancy contract is awarded to any R&D Establishment or Government Organization, the powers of Head of Department is limited to Rs. 50 Lakhs.

5. Proposal for Anticipated variation - Section 24.1 & 24.3 of CPWD Manual 2014

On receipt of proposals for anticipated variation, the following checks are to be carried out:

- The quantity shown in the statement is checked with work order quantity and the same is restricted up to the permissible limit i.e. 100% for Sub-structure and 30% for Super structure in case of PH works.
- These checking shall be carried out by the Accounts wing where the works bills are passed.
- Thereafter the proposal is put up for approval of the competent authority through finance wing.
- It is also ensured that the position of L1 does not change due to the variation.

6. Proposal for Deviated items variation -Section 24.2 & 24.3 of CPWD Manual 2014

On receipt of proposals for deviated items, the following actions will be carried out by the Accounts wing:

- To confirm that the approval up to permissible limit is obtained, if not the same will be bring to the notice of EIC for obtaining the approval of competent authority for the balance quantity.
- Thereafter rate analysis submitted by EIC is checked, along with the supporting documents submitted by the EIC for ensuring the rates, taxes taken into account in the rate analysis.
- Acceptance of rate by the agency is obtained.
- Thereafter the proposal is put up for approval of the competent authority.
- If additional quantity is executed more than the approved quantity EIC is informed accordingly to obtain the approval for the same but the rate remains unchanged and the same is routed through Accounts Section for obtaining the approval of competent authority.
- After scrutinizing the proposal in Accounts wing, the same will be cleared by Finance and submitted to the approval of Competent Authority.

7. Proposal for Extra items variation -Section 24.2 & 24.3 of CPWD Manual 2014

On receipt of proposals for extra items, the proposal will be scrutinized by Accounts Wing where the works bills are processed.

- It is checked with the rate analysis submitted by EIC along with the supporting documents submitted by the EIC for ensuring the rates, taxes taken into account in the rate analysis, if any correction arises the same is carried out.
- Acceptance of rate by the agency is obtained.
- Thereafter the proposal is put up for approval of the competent authority.

- Further if additional quantity is executed more than the approved quantity EIC is informed accordingly to obtain the approval for the same but the rate remains unchanged and the same is routed through Accounts Section for obtaining the approval of competent authority after obtaining Financial Clearance from Finance wing.

8. Proposal for Substituted items variation

On receipt of proposals for substituted items, following steps are followed in Finance and Accounts wing:

- Initially it is checked with the rate analysis submitted by EIC both for the work order item as well as the substituted item alongwiththe supporting documents submitted by the EIC for ensuring the rates.
- Taxes taken into account in the rate analysis.
- If any correction arises the same is carried out.
- Quantity is ensured with the Work order quantity and approval is sought only upto permissible limit. Further.
- In case of partial substitution of the item it is ensured that approval is sought for only balance quantity that is not executed and also it is restricted to permissible limit for the balance quantity.
- Acceptance of rate by the agency is obtained. T

- Anything more than permissible limit both for fully substitution as well as for partial substitution the quantity is considered as Deviated item the rate applicable is also the same that is arrived in the rate analysis of the substituted item.
- If additional quantity is executed more than the approved quantity EIC is informed accordingly to obtain the approval for the same but the rate remains unchanged.
- The proposal is routed through Accounts Section for obtaining the approval of competent authority after obtaining financial clearance from Finance wing. Rate arrived for substituted item is work order rate plus or minus difference in market rate analysis of work order item and market rate analysis of substituted items.

1. Proposal for Final variation -Section-29 of CPWD Manual 2014.

- On receipt of proposals for final variation, the quantity shown in the statement is checked with the approved quantity viz. for extra items, deviated items and for rest of the items approval is obtained in the final variation.

- In case of extra items and deviated items, if the quantity executed is more than the approved quantity, then first approval is obtained for such quantity and the same is included in the final variation statement. It is also ensured that the excess expenditure is within the limit i.e. TS value + 10% of it, if not revised TS is called for while submitting the proposal for approval of final variation.

- On receipt of proposal for final extension of time, the same Is scrutinized in Accounts based on the reasons furnished by EIC and the same is forwarded to competent authority for approval in line with clause 8 – Appendix II of DAE Works Procedure, 2006 after obtaining financial clearance from finance wing.

3. Financial clearance of Purchase proposals and expenditure sanction of purchase proposals before issue of Purchase Orders.

(a) Administrative Approval or Approval in Principle from the authority competent to approve the purchase.

The following procedure may be followed for placing an Indent for stores and for administrative approval and the proposal shall be sent to the competent authority duly certified by the concerned Chief Engineer with regard to the following:

(i) Purchase proposal with estimated cost in detail shall be submitted.
(ii) Details of Sock and usage details shall be recorded.
(iii) Requirement of stores shall be justified.
(iv) Availability of funds under "Revenue" / "Capital" Project/ budget may be recorded.
(v) Draft Indent may be placed along with the proposal wherein the anticipated requirement date may be recorded.

After obtaining the approval in principle and indent approval, the same may be forwarded to Directorate of Purchase and Stores(DPS).

(b) Approval for procurement from the Competent Authority.

- On receipt of Offers and comparative statements from DPS, indenting authority shall examine the offers received against the Indent and recommend for the Technically acceptable offer and obtain the approval of the competent authority with financial clearance.
- Any vide variation between estimated and actual cost shall be justified with suitable reasons.
- Availability of funds during the financial year shall be certified.

4. Financial clearance of creation of Posts by Administration.

- Creation of Post of Group "A" with the approval of DAE and Group "B", "C" and "D" with the approval of Head of Department can be done by the Administration. Clearance of Finance may be obtained while submitting any proposal for creation of Posts before obtaining the competent authority **(Rule 7 of EFP (DAE) Rules, 1978).**

- Expenditure head needs to be recorded in every post creation order.

- Post creation register needs to be maintained in Administration (Recruitment) Section.

- A monthly statement consists of Sanctioned post, in position as on a particular date and vacant position need to be sent to pay and Accounts Officer by Administration for verifying the same with Salary bill.

5. Budget and Budgetary Control.

In accordance with the provisions of General Financial Rule 43 each Ministry has to present its Annual Budget through Ministry of Finance to both houses of the Parliament for its approval. This has been envisaged under provisions of Article 112(1) of the Constitution.

In order to complete the process of Budget presentation of the Department of Atomic Energy(DAE), collects the Budget proposals of each Department under DAE and after detailed deliberation within the Department, the proposal will be submitted to Atomic Energy Commission for its approval before forwarding the proposal to ministry of Finance in the form of Detailed Demand for Grants(DDG).

The term "Financial Year" for Budget means the period from 1st April of the current calendar year to 31st March of the subsequent year.

This Directorate submits its Budget proposal to Department of Atomic Energy during September every year which consist of Budget Estimates for the ensuing financial year, Revised Estimates for the current financial year. Following types of Budgets submitted by this Directorate every year.

(i) Receipt Budget.
(ii) Expenditure Budget consist of Revenue Expenditure Budget and Capital Expenditure Budget.
(iii) Budget of disbursement and receipts of Debt, Deposit and Remittance Heads of Account.
(iv) Loans and Advances Budget.
(v) Pension Budget.

The above types of Budgets are further elaborated below:

Receipt Budget.

Receipt Budget consists of estimated receipts of various types for the ensuing financial year,Revisedestimates for the current year.

Following are the main types of receipts included in the Receipt Budget.

Tax Receipts.

1. Income tax receipts. This receipts will not form part of the receipt Budget of DCSEM as the Income tax recovery made by DCS & EM and credited to the Account of Income Tax is the receipt for the Income Tax Department, hence the Budget for Income Tax is proposed directly by Income Tax Department.

Non – Tax receipts.

1. License Fee receipts.
2. Receipts from shop keepers towards rent.
3. CHSS Receipts.
4. Interest Receipts.
5. Any other Miscellaneous Receipts.

Expenditure Budget consists of Revenue Expenditure Budget and Capital Expenditure Budget.

Revenue Expenditure Budget:

Revenue expenditure Budget consist of all operation and maintenance expenditure estimates for the ensuing financial year for Budget Estimates and current financial year for Revised estimates. Revenue Budget proposal consist of the following items of expenditure.

1. Expenditure towards Salaries and other allowances such as Travelling allowance, Overtime allowances etc. Salary budget is proposed taking into account of the following:

(i) Sanctioned posts of various categories, Staff in position against the sanctioned posts, Vacant posts, Data with regard to retirement of officials for the next two years.

(ii) Actual salary entitlement of officials during the current financial year and ensuing financial year taking into account of incremental increase and anticipated increase towards promotion etc.

(iii) Requirement of other allowances such as Dearness Allowance, Transport Allowances, Leave Travel Concession Allowance, Children Education Allowance (CEA), House Rent Allowance, RTF, Medical reimbursement and other allowances which are chargeable to the head "Salaries".

(iv) Requirement of Travelling Allowances by following the economy instructions of Ministry of Finance from time to time.

2. **Contingent Expenditure Budget.** Contingent Expenditure budget consist of the estimated expenditure towards all expenditure towards purchase of furniture and its repair, purchase of Personal Computers, Printers and other computer peripherals, New Purchase, Replacement of Vehicles, Maintenance of Vehicles, Expenditure on Petrol, Oil and Lubricants, Expenditure towards Telephone, Telex, Postal charges, Legal Expenses, Expenditure on vehicle hire etc.

3. Rent, Rates and Taxes Budget. It includes expenditure towards Municipal Taxes, rent payable by Government and any expenditure towards taxes payable by Government.

4. Professional Services Budget: It consist of expenditure towards payment of charges towards CISF deployment and any other expenditure towards Private Security Staff deployment.

5. Minor Works: Estimates on Minor Works consist of projected expenditure on all Maintenance Works, Repair works, Original Minor Works, Expenditure on Electricity and Water charges and all Annual Maintenance Expenditure.

While proposing the Estimated Expenditure for the current and ensuing financial year, the following Details are required to be prepared.

(a) Item wise Commitments made as on the 1st day of the financial year.
(b) Item wise commitments made on or after 1st April and up to 31st July of the financial year and age wise expenditure plan.
(c) Item wise commitments proposed to be made from 1stAugust and up to 31st March during the current financial year and its plan of Expenditure during the current financial year and ensuing financial year
(d) Item wise commitments proposed to be made from 1st April of the ensuing financial year and up to 31st March of the subsequent year and its plan of Expenditure during the ensuing financial year and subsequent financial year.

Capital Expenditure Budget:

Capital Expenditure Budget need to be formulated every year based on the targets and financial plan indicated in the approved projects. It should indicate all items as contemplated in the approved Project/ Scheme. Following are the major items of expenditure in "Capital Budget".

1. Salaries: Salary budget shall be included in the Capital Budget for the Project, provided manpower requirement and provision for "Salaries" available in the approved Capital Project.

   Man power approval is necessary to make provision in the Budget proposal. Budget provisions cannot be made based on the man power provision available in the approved Capital Project.

2. Travel Expenses and Office expenses: These item of expenditure shall be included in the Capital budget based on the provision available in the approved Capital Project.

3. Materials and Supplies, Machinery and Equipment: Budget Provisions cab be made in accordance with provisions available in the approved Project Report.

4. Major Works: Provisions for Works can be made in the Budget proposal based on the plan of action indicated in the approved Project report with regard to construction activities.

Budget Provision for items like "Major Works"," Machinery and Equipment "and"Materials and Supplies" shall be proposed in Budget Estimates for the ensuing financial year and Revised Estimate for the current financial year shall be proposed based on the following:

(a) Item wise Commitments made as on the 1st day of the financial year.
(b) Item wise commitments made on or after 1st April and up to 31st July of the financial year and age wise expenditure plan.

(c) Item wise commitments proposed to be made from 1st August and up to 31st March during the current financial year and its plan of Expenditure during the current financial year and ensuing financial year

(d) Item wise commitments proposed to be made from 1st April of the ensuing financial year and up to 31st March of the subsequent year and its plan of Expenditure during the ensuing financial year and subsequent financial year.

(vi) Budget of disbursement and receipts of Debt, Deposit and Remittance Heads of Account.

Budget Estimates for the ensuing year and Revised Estimates for the current financial year for Receipts and Disbursement for all Deposit Account, such as Security Deposit, Earnest Money Deposit, Other Deposit, Provident Fund Account, Imprest Account, Civil Advances and Deposit with other bodies are required to be formulated in Accounts Section in consultations with concerned agencies of each Department.

(vii) Loans and Advances Budget.

Budget Estimates for the ensuing year and Revised Estimates for the current financial year for Receipts of Loans and Advances such as House Building Advances, motor Car Advances, Personal Computer Advances, Scooter Advances and other Conveyance advances are required to be formulated in Accounts Section in consultations with concerned agencies of each Department. Disbursement portion of such Advances are proposed by Administration.

(viii)Pension Budget and Interest Budget.

Budget Estimates for the ensuing year and Revised Estimates for the current financial year for Receipts and Disbursement of Pension such as the funds requirement for payment of Gratuity, Commutation of Pension, Leave Encashment, excluding the monthly pension liability of the retiring employees and Interest are required to be formulated by Accounts. Monthly Pension liability Budget for the retiring employees will be proposed by the Central Pension Accounting Office, New Delhi directly.

B. ACCOUNTS FUNCTIONS.

Accounting Functions are carried out based on the nature of works of accounts. Major functions are divided in to two parts as per Government Accounting System.

1. Drawing and Disbursing Office functions.
2. Pay and Accounts Office functions.

1. Drawal of Pay and Allowances, Travelling Allowances, Leave Travel Concession allowances , and other allowances to the employees of DCS&EM.
2. Drawal of payment against Works Bills and preservance of all documents related to Works contracts.

Pay and Accounts Office functions consist of the following:

1. Maintenance of Cash, Drawal of Cheque for releasing payment to Government employees and other suppliers/ contractors.
2. Final Settlement of dues in respect of Resigned, retired employees and release of Pension Payment Orders in respect of retired employees who governed by Pension Scheme (Old).
3. Compilation of Government Accounts taking into account of Government Receipts and Payments on a monthly basis.

Drawing and Disbursing Office functions consist of the following: Drawing and Disbursing Office functions are described below in detail:

1. Drawl of Pay and Allowances, Travelling Allowances, Leave Travel Concessionallowances , and other allowances to the employees of DCS&EM.

Pay and Allowances are drawn by the Accounts wing based on the following

- Absentee Statement received from various section heads and Administration which indicates the details of presence of officials working in DCS & EM (**Receipt & Payment Rules, 1983 – Rule 67).**

- Leave orders issued by Administration for the officials availed various kinds of leave during previous periods and Increment Certificate **(R&P Rule 68).**

- Monthly statement showing the details of Post sanctioned, Staff in position etc., so that the salary drawn is within the sanctioned strength of the Unit. In terms of para 4.11.4 of the Civil Accounts Manual unit has to maintain an Establishment Check Register (Form CAM 24).

- After effecting all mandatory and optional recoveries.

- Income Tax deduction from salary bill shall be made strictly in accordance with Income Tax at, 1961 (43 of 1961) **(R& P Rules. 71**).

As per GFR 262, a claim for overtime allowance shall fall due for payment on first day of the month following the month to which the overtime allowance relates. The claim shall stand forfeited if not submitted within one year of the due date.

Payment of Other Allowances such as Travelling Allowances, Leave Travel Concession and their settlement will strictly base on the approval of appropriate authority (Head of Office in the case of LTC) and prevailing Travelling Allowance and LTC Rules.

As per GFR 259, Travelling allowance claim of a government servant shall fall due for payment on the date succeeding the date of completion of the journey. He shall submit the travelling allowance claim within one-year of its becoming due failing which it shall stand forfeited.

As per GFR Rule 261, Leave Travel Concession claim of a government servant shall fall due for payment on the date succeeding the date of completion of return journey. The time limit for submission of the claims shall be as under: -

(i) In case advance drawn : Within one month of the due date.
(ii) In case advance not drawn : Within three month of the due date.
In case of (i) above if the claim is not submitted within one month of the due date, the amount of advance shall be recovered but the Government employee shall be allowed to submit the claim as under (ii) above. In case of failure to submit the claim in both the cases within three months of the due date, the claim shall stand forfeited.

In addition to the above other allowances such as Children Education Allowance, RTF ect..are also been paid through salary.

2. Drawal of payment against Works Bills and preservance of all documents related to Works contracts.

Maintenance of various records, documents and Registers.

Maintenance of various documents.

Ensure that Copy of the letter of intent and work order is received and kept as record.

Ensure that Earnest Money Deposit (EMD) of the successful bidder is credited to Government Account and such amount can either be refunded to the successful bidder or it can be adjusted against recovery towards Security Deposit (SD).

Ensure the receipt of Performance Bank Guarantee (PBG) and keeping the validity of bank guarantee live till the last date of defect liability Period.

Ensure that all Bank Guarantees received from various agencies towards SD, PBG and against Mobilisation Advance etc. are valid till last date for which these BG's are required to be valid as per CPWD Manual.

Maintenance of various Registers and Records.

Section 10of CPWD Manual the following documents /Registers/ Records are required to be maintained in Accounts.

10.1 Bills Register

A consolidated record of all the bills received from the concerned engineering Divisions in respect of works/supplies should be maintained in one register

known as the Register of Bills in the Divisional Office in the form given at Appendix-12. (2) of CPWD Manual.

Accounts Officer should ensure that the register is properly maintained and kept up-to-date in the Accounts Branch.

10.2 Contractor's Ledger

The accounts relating to contracts/ supplies should be kept in CPWA Form 43 in a bound book known as the "Contractors Ledger".

A separate folio or set of folios should be reserved for all the transactions with each contractor/supplier, for whom a personal account should be maintained. The register should be properly indexed.

10.3 Register of Works.

The permanent and collective record of the expenditure incurred in the Division during a year on each work is the "Register of Works". This record is maintained in the Divisional Office.

The Registers of Works are posted monthly from Works Abstracts.

10.4 Materials Account in the Central PWD materials are purchased for maintaining stocks for requirements of various original and maintenance works, and can be of following two types:

(1) Materials issued to contractors for use on the work in respect of completed items of work for both labor and materials for which they have quoted.

(2) Materials issued direct to works when the work is done departmentally or by contractors whose agreements are for labor work only.

Verification of works Running Account Bills:

On receipt of Running Account Bills from Engineer in charge of the works concerned against the work order, Accounts Officer in charge of Works shall verify the entries in the Running Account Bills with reference to the quantity and rate incorporated in the work order and release the payment within a reasonable time.

1. Proposal for Anticipated variation - Section 24.1 & 24.3 of CPWD Manual 2014

On receipt of proposals for anticipated variation, the following checks are to be carried out:

- The quantity shown in the statement is checked with work order quantity and the same is restricted up to the permissible limit i.e. 100% for Sub-structure and 30% for Super structure in case of PH works.

- These checking shall be carried out by the Accounts wing where the works bills are passed.
- Thereafter the proposal is put up for approval of the competent authority through finance wing.
- It is also ensured that the position of L1 does not change due to the variation.

2. Proposal for Deviated items variation -Section 24.2 & 24.3 of CPWD Manual 2014

On receipt of proposals for deviated items, the following actions will be carried out by the Accounts wing:

- To confirm that the approval up to permissible limit is obtained, if not the same will be bring to the notice of EIC for obtaining the approval of competent authority for the balance quantity.

- Thereafter rate analysis submitted by EIC is checked, along with the supporting documents submitted by the EIC for ensuring the rates, taxes taken into account in the rate analysis.
- Acceptance of rate by the agency is obtained.
- Thereafter the proposal is put up for approval of the competent authority.
- If additional quantity is executed more than the approved quantity EIC is informed accordingly to obtain the approval for the same but the rate remains unchanged and the same is routed through Accounts Section for obtaining the approval of competent authority.
- After scrutinizing the proposal in Accounts wing, the same will be cleared by Finance and submitted to the approval of competent authority.

3. Proposal for Extra items variation -Section 24.2 & 24.3 of CPWD Manual 2014

On receipt of proposals for extra items, the proposal will be scrutinized by Accounts Wing where the works bills are processed.

it is checked with the rate analysis submitted by EIC along with the supporting documents submitted by the EIC for ensuring the rates, taxes taken into account in the rate analysis, if any correction arises the same is carried out.

- Acceptance of rate by the agency is obtained.
- Thereafter the proposal is put up for approval of the competent authority.
- Further if additional quantity is executed more than the approved quantity EIC is informed accordingly to obtain the approval for the same but the rate remains unchanged and the same is routed through Accounts Section for obtaining the approval of competent authority after obtaining Financial Clearance from Finance wing.

Proposal for Substituted items variation

On receipt of proposals for substituted items, following steps are followed in Finance and Accounts wing:

- Initially it is checked with the rate analysis submitted by EIC both for the work order item as well as the substituted item alongwiththe supporting documents submitted by the EIC for ensuring the rates.
- Taxes taken into account in the rate analysis.
- If any correction arises the same is carried out.
- Quantity is ensured with the Work order quantity and approval is sought only up to permissible limit. Further.
- In case of partial substitution of the item it is ensured that approval is sought for only balance quantity that is not executed and also it is restricted to permissible limit for the balance quantity.
- Acceptance of rate by the agency is obtained.
- Anything more than permissible limit both for fully substitution as well as for partial substitution the quantity is considered as Deviated item the rate applicable is also the same that is arrived in the rate analysis of the substituted item.
- If additional quantity is executed more than the approved quantity EIC is informed accordingly to obtain the approval for the same but the rate remains unchanged.
- The proposal is routed through Accounts Section for obtaining the approval of competent authority after obtaining financial clearance from Finance wing. Rate arrived for substituted item is work order rate plus or minus difference in market rate analysis of work order item and market rate analysis of substituted items.

Proposal for Final variation -Section-29 of CPWD Manual 2014

- On receipt of proposals for final variation, the quantity shown in the statement is checked with the approved quantity viz. for extra items, deviated items and for rest of the items approval is obtained in the final variation.

- In case of extra items and deviated items, if the quantity executed is more than the approved quantity, then first approval is obtained for such quantity and the same is included in the final variation statement. It is also ensured that the excess expenditure is within the limit i.e. TS value + 10% of it, if not revised TS is called for while submitting the proposal for approval of final variation.

- On receipt of proposal for final extension of time, the same Is scrutinized in Accounts based on the reasons furnished by EIC and the same is forwarded to competent authority for approval in line with clause 8 – Appendix II of DAE Works Procedure, 2006 after obtaining financial clearance from finance wing.

On receipt of proposal for final extension of time, the same Is scrutinized in Accounts based on the reasons furnished by EIC and the same is forwarded to competent authority for approval in line with clause 8 – Appendix II of DAE Works Procedure, 2006 after obtaining financial clearance from finance wing.

Section 30 of CPWD Manual 2014 & Clause 9 of Section 5(j) of GCC

The final bill shall be submitted by the contractor in the same manner as specified in interim bill within 3 months of physical completion of the work or within one month from the date of final certification of completion furnished by the EIC whichever is earlier. No further claims shall be made by the contractor after submission of the final bill and these shall be deemed to be waived and extinguished.

On receipt of RA bills pertaining to various works as well as Deposit works, the procedure followed is as follows: -

- The signatures are checked for its correctness. If not, Power of Attorney is obtained from the concerned firms through EIC.
- Validity of BGs are checked, if not valid, EIC are informed to obtain an extended validity period for the concerned BGs.
- Validity of the contract is checked, if not available EIC is informed to forward the interim extension of time. Then the checking of the bills starts.
- Initially previous measurements as well as amount paid is checked.
- Thereafter this bill measurements carried forwarded to the Abstract.
- Statement of Secured Advance submitted along with the RA bill is also checked. Indenture Bond is also obtained for up to date amount. of secured adv.
- Further, the quantity is restricted either to work order quantity or up to 10% of the work order quantity for the work order items or up to approved quantity wherever necessary. in respect of work order items, deviated items, Substituted items as well Extra items.
- Thereafter it is intimated to the concerned EIC to carry out the necessary corrections, if any in the WCMS. Also signature of EIC is obtained in the Abstract as well as measurement, against the corrections, if any.
- Principal and interest amount to be recovered is also calculated based on the Up-to-date amount, for all the advances viz. Mobilization and Plant & Machinery if paid to the agency.
- It is ensured that the amount paid for each item is not more than amount that arises on multiplying the quantity executed with the work order rate.
- It is a cross check for the items where part rates are released.
- It is also ensured that Labor payment certificates are obtained from the agency.
- After carrying out the corrections in the WCMS, the bill is put up for approval of Accounts Officer.
- Thereafter the bill is passed for payment.
- The bill ready for payment is enclosed with docket, SD recovery slip, Labor certificate & WCT certificate indicating the amount recovered based on the bill amount as against each RA bill, which is first given to Budget section for booking the expenditure under respective budget head and thereafter given to Cash Section for releasing the payment through RTGs.
- Finally, necessary corrections are carried out in other 2 copies pertaining to EIC as well as Accounts Copy.
- MBs pertaining to EIC are finally returned to them.

Section 32.4 of CPWD Manual 2014 & Clause 10B of Section-5(j) of GCC

Secured advance is paid for non-perishable materials only. The contractor, on signing an indenture in the form to be specified by the Engineer-in-Charge, shall be entitled to be paid during the progress of the execution of the work up to 90% of the assessed value of any materials which are in the opinion of the Engineer-in-Charge non-perishable, non-fragile and non-combustible and are in accordance with the contract and which have been brought on the site in connection therewith and are adequately stored and/or protected against damage by weather or other causes but which have not at the time of advance been incorporated in the works. When materials on account of which an advance has been made under this sub-clause are incorporated in the work, the amount of such advance shall be recovered / deducted from the next payment made under any of the clause or clauses of this contract.

Such secured advance shall also be payable on other items of perishable nature, fragile and combustible with the approval of Engineer-In-Charge provided the contractor provides a comprehensive insurance cover for the full cost of such materials. The decision of the Engineer-in-Charge shall be final and binding on the contractor in this matter. No secured advance, shall however, be paid on high risk materials such as ordinary glass, sand, petrol, diesel etc.

Section 32.5 of CPWD Manual 2014 – Grant of Mobilization Advance

Mobilisation Advance can be granted In respect of certain specialized and capital-intensive works with estimate cost put to tender Rs . 2.00 crore and above, provision of mobilization advance may be kept in the tender documents. Chief Engineers should use their discretion carefully in deciding whether any particular work shall be considered as specialized or capital intensive one.

Applicability or otherwise of relevant clause of GCC shall be clearly indicated in Schedule 'F', while finalizing NIT of a particular work.

(i) The Mobilization advance limited to 10% of tendered amount at 10% simple interest can be sanctioned to the contractors on specific request as per term of the contract.

(ii) The mobilization advance shall be released only after obtaining a bank Guarantee bond from a schedule bank for the amount of advance to be released and valid for the contract period. This shall be kept renewed time to time to cover the balance amount and likely period to complete recovery together with interest.

(iii) The advance should be released in not less than two installments. The interest on the advance shall be calculated from the date of payment to the date of recovery, both days inclusive.

(iv) It shall be ensured that at any point of time, Bank Guarantee is available for the amount of outstanding advance.

(v) The recovery should be commenced after 10% of work is completed and the recovery commences on completion of 10% of work order value and the same is fully recovered on or. before completion of 80% of the work order value. Interest is calculated from the date of receipt till the date of complete recovery (both days) are inclusive.

Grant of advance for plant and machinery and for shuttering material –

(1) An advance for plant and machinery that are required for the work and brought to site by the contractor may be given if requested by him in writing within one month of bringing them to site. Such an advance may be given if the Engineer-in-charge feels that the plant and machinery would add to the expeditious execution of the work and improve the quality of the work.

(2) The amount of advance shall be restricted as follows:

(i) For new plant and machinery 5% of the tendered value, or 90% of the price of such new plant and machinery paid by the contractor [for which he shall produce satisfactory evidence to the Engineer-in-charge], whichever is lower.

(ii) For second hand and used plant and machinery 5% of the tendered value, or 50% of the depreciated value of the plant and machinery [as may be decided by the Engineer-in-charge], whichever is lower. The contractor, if so required by the Engineer-in-charge, shall submit the statement of value of such old plant and machinery duly approved by a registered value recognized by the Central Board of Direct Taxes under the Income Tax Act, 1961.

(3) No such advance shall be paid on any plant and machinery of perishable nature, or of value less than Rs. 50,000.

(4) 75% of such amount of advance shall be paid after the plant and machinery is brought to the site, and balance 25% on their successful commissioning.

(5) The recovery should be commenced after 10% of work is completed and the entire amount together with interest shall be recovered by the time 80% of the work is completed.

(6) The contractor shall be at liberty to take away the plants and machinery after the advance(s) along with the interest due on it(them) is(are) realized by the Department, and in the opinion of the Engineering-charge, they are not required at site for the execution of the balance items of work.

REIMBURSEMENT OF SERVICE TAX

As regards to reimbursement of Service Tax claimed by the Agency, the following procedures are strictly followed:

1. ensure that the Service Tax claim is against the work order awarded to the agency by the Department.

2. correctness of the amount is checked as per the bill paid to the agency, also with the challan copy of the bank where it is deposited.
3. Certificate from the practicing Chartered Accountant as well as the copies of Service Tax Returns filed by the agency in case where the agency requested for reimbursement of Service Tax pied by them after adjusting CENVAT credit. Copy of the Service Tax return filed by the firm can also be sought as documentary proof stating that the service tax paid by the firm is against the work awarded by the office from where reimbursement is sought.
4. The Service Tax claim of the agency shall be regulated in line with the Work Instructions issued by DCSEM vide Letter No(s) DCSEM/CE(PCD)/WI/STR/750 dated 03rd December, 2015 and Letter No. DCSEM/HEAD(CQD)/WI/STR/620 dated 15th December, 2016 (copies enclosed).

MAINTENANCE OF BROADSHEETS OF SECURITY DEPOSIT, EARNERST MONE DEPOSIT AND OTHER DEPOSITS

- Accounts needs to maintain Broad Sheet for Earnest Money Deposit, Security Deposits and other Deposits which indicates the details of Money received and payment made against each parties.
- These broad sheets accounts are required to be reconciled on a monthly basis with Leger Account figure as well as figures maintained by Principal Accounts Officer, Department of Atomic Energy.
- These broad sheets are required to be closed on a yearly basis and the Broad Sheet balances are to be brought forward to the next financial year.
- Broad Sheet Account of the previous year are to be verified with reference to the Annual Account figure and the annual figures maintained by Principal Accounts Office, DAE.

PAYMENT OF TEMPORARY ADVANCE

As per GFR 292. Advances for Contingent and Miscellaneous purpose can be sanction by Head of Department (HOD) / Officers who have been delegated the financial powers by the HOD and Head of Office:

1. to a Government Servant for purchase of goods or services or any other special purposeneeded for the management of the office, subject to the following conditions: -

(i) The amount of expenditure being higher than the Permanent Advance available, cannot be met out of it.
(ii) The purchase or other purpose cannot be managed under the normal procedures, envisaging post-procurement payment system.
(iii) The amount of advance should not be more than the power of Head of Department/ Delegated Officers or the powers delegated to the Head of the Office for the purpose.
(v) The approving authority shall be responsible for timely recovery or adjustment o the advance.
(vi) Purchase Procedure shall be followed for such procurement from Temporary Advance drawn.

(2) The adjustment bill, along with balance if any, shall be submitted by the government servant within fifteen days of the drawalofadvance, failing which the advance or balance shall be recovered from his next salaries.

1. Final Settlement of dues in respect of Resigned, retired employees and release of Pension Payment Orders in respect of retired employees who governed by Pension Scheme (Old).
2. Maintenance of Cash, Drawal of Cheque for releasing payment to DCSEM employees and other suppliers/ contractors.
3. Compilation of Government Accounts taking into account of Government Receipts and Payments on a monthly basis.

Pay and Accounts Office functions consist of the following:

1. Maintenance of Cash,Drawal of Cheque for releasing payment to Government employees and other suppliers/ contractors.

Pay and Accounts Office of the Department is responsible for the following functions:

- Drawal of Cheques and releasing payments against the claims duly passed by Drawing and Disbursing Officer.
- Maintenance of payment vouchers and compilation of Accounts of DCSEM consist of Receipts and Payments.
- Responsible for submitting Monthly Account to Principal Accounts Office, DAE.
- Submission of Annual Appropriation Account of DCSEM to Principal Accounts Office, DAE.
- Responsible for all dealing with bank (Accredited bank) with regard to all government transactions through the Bank.
- Reconciliation of payment made through Bank with the account maintained by Bank
- Reconciliation of realized cheque payment and realised receipt figures with Government Accounts Department of State Bank of India and submission of return to Principal Accounts Office, DAE.
- Responsible for submission of various returns such as MIS Report, pay and Allowance Report etc. to Department in time.

- Maintenance of Cash and Cash Book of this Directorate in accordance with the provisions of Civil Accounts Manual.

2. Final Settlement of dues in respect of Resigned, Retired employees and release of Pension Payment Orders in respect of retired employees who governed by Pension Scheme (Old).

- Final Payment of Dues in respect of Retired/ Resigned employees and in death cases are prepared by Accounts based on the sanctions issued by

Administration and No Demand Certificates received from various agencies.

- Pension Payment orders in respect of employees retired on superannuation shall be prepared and forwarded to Central pension Accounting Office before one month from the date of retirement of such employee.

- Pension Payment Orders in respect of Voluntary Retirement cases are to be settled within a reasonable time from the date of receipt of Sanction from Administration.

- Ensure that the retirement cases files are received from Administration well in advance (before 6 months from the date of retirement) and pre – audit is done in time by the Accounts Officer. And forwarded to Administration for issuing the Sanction.

3. Compilation of Government Accounts taking into account of all Government Receipts and Payments on a monthly basis.

- All monthly expenditure and all realized receipts are taken into account for compilation of Monthly Government Account of this Directorate.
- Reconciliation of Cheques issued by Pay and Accounts Officer of DCS & EM with the details maintained by the Accredited Bank i.e State Bank of India, BARC Branch.
- Cancellation of all Time Barred cheques issued by Pay and Accounts Officer, DCS & EM.
- Submission of Monthly Account to Principal Accounts Officer, DAE in Contact and Compact format.
- Reconciliation of cheques issued by PAO, DCS &EM, Receipts realized by the Accredited bank i.e. State Bank if India, BARC and its further clearance from Government Accounts Division (GAD), SBI and RBI, Nagpur.
- If any discrepancy found shall brought to the notice of Principal Accounts Office, DAE and State bank of India (GAD) for rectification.
- Pay and Accounts Officer shall ensure the correct clearance of Payments made and Receipts realized by SBI from RBI.

ADMINISTRATION GROUP

ESTATE MANAGEMENT GROUP

ABOUT ESTATE MANAGEMENT GROUP

Estate Management Group of DCSEM is assigned the solemn task of providing accommodation to DAE employees stationed in Mumbai and its management. In order to ensure sustainable and amenities availability to the residents inside the township, DCSEM has been managing shop establishments as well as entertainment facilities like Sports Complex, Community Centers, etc. This Directorate has been striving continuously to improve conducive environment with proper housing facilities and proper amenities for achieving functional growth and efficacy towards realization of focused scientific pursuit of DAE.

This Group is entrusted with yet another responsibility for providing administrative support to entire DCSEM per se through which employee's rights and duties towards their establishment matters, pension, personal claims including HR issues like Recruitment, promotion training etc. are handled. Thus, this Group is entrusted for ensuring good governance for the efficacy and effectiveness of DCSEM in particular and DAE as a whole.

STATISTICS OF ESTATE MANAGEMENT

- ✓ Handles allotment of **9747 residential quarters**
- ✓ Manages **116 Shops** in residential premises
- ✓ Having administrative control of **10,000 Acres** (approx.) of land acquired by DAE
- ✓ **1019** is the total man power catering to the needs of the residents
- ✓ **Rs.6.71 Crores** – is the total revenue collection in terms of license fee for DAE – For Financial year 2015-16.

STAKEHOLDERS OF THE MANUAL

The manual is prepared keeping in view three kinds of users:

(i) **Employees of DCSEM** – The requirements of employees of DCSEM will be catered by the Establishment Sections, Vigilance Section, Recruitment Section, Hindi Section & General Section.

(ii) **Employees of all Units under DAE Family**: The Estate Management Sections i.e. Allotment, Enforcement and Recovery Section are catering the needs of all units under DAE Family. In addition to this, Land Section is assigned the Data Bank of all land records for DAE family and hence is linked to other units of DAE family.

(iii) **To General Public**: The Enforcement section, Recruitment Section provides information/services that are opted / availed by General public.

DUTIES OF VARIOUS LEVELS OF FUNCTIONARIES IN ADMINISTRATIVE WING:

Director: He is the Head of this Unit, reporting to Secretary, DAE. He holds overall charge of this Directorate and is responsible for the disposal of Government business dealt within the Directorate under his charge.

Chief Administrative Officer (CAO): He/She is functioning as Head of Administration having 10 Sections, reporting to Director. Besides functioning as Chief Administrative Officer, he/she has been holding additional responsibilities as follows:

1. Estate Officer for DAE quarters located at Mumbai and New Delhi
2. Vigilance Officer
3. Principal Employer
4. Grievance Redressal Officer
5. Nodal officer for legal matters
6. Liaison Officer for SC/ST
7. Central Public Information Officer (for admin, accts & security matters)
8. Nodal Officer for Central Data Bank for Land records

Administrative Officer-III (AO-III)

There are three AO-IIIs functioning as in charge of the wing of Administration comprising of 3 Sections each out of total 9 Sections and in respect thereto exercises control both in regard to the conduct of business and maintenance of discipline. They discharge their assigned responsibilities as per delegation of powers and with the approval of Chief Administrative Officer, wherever necessary.

Deputy Director (Official Language):

DD (OL) is responsible for implementing the official language policy under Official Languages Act, 1963 and Official Language Rules, 1976 and implementing the orders issued by the Department of Official Language.

As per the Official Language Act – 1963 Hindi in Devnagari Script is designated as Official Language of Union of India. Accordingly, to develop and nourish Hindi as an official language, Department of Official Language was set up under the purview of Ministry of Home Affairs. To cater the need of implementation of Official Language policies in this Directorate, the Rajbhasha Section is established under the control of Deputy Director (OL).

Assistant Personnel Officer

(A) General Duties

(i) Distribution of work among the Staff as evenly as possible

(ii) Training, helping and advising the staff

(iii) Management and coordination of the work

(iv) Maintenance of order and discipline in the section

(v) Maintenance of a list of residential addresses of the Staff

(B) Responsibilities relating to Dak:-

(i) To go through the receipts

(ii) To submit receipts which should be seen by the AO-III or higher officers at the Dak stage.

(iii) To keep a watch on any hold-up in the movement of dak: and

(iv) To scrutinize the section diary once a week to know that it is being properly maintained.

C) Responsibilities relating to issue of draft:

(i) To see that all corrections have been made in the draft before it is marked for issue.

(ii) To indicate whether a clean copy of the draft is necessary

(iii) To indicate the number of spare copies required

(iv) To check whether all enclosures are attached

(v) To indicate priority marking

(vi) To indicate mode of dispatch

D) Responsibility of efficient and expeditious disposal of work and checks on delays:

(i) To keep a note of important receipts with a view to watching the progress of action.

(ii) To ensure timely submission of arrear and other returns

(iii) To undertake inspection of Dealing Assistant's table to ensure that no paper of file has been overlooked

(iv) To ensure that cases are not held up at any stage.

(v) To go through the list of periodical returns every week and take suitable action on items requiring attention during next week

E) Independent disposal of cases:

APO stake independent action of the following types:

(i) Issuing reminders

(ii) Obtaining or supplying factual information of a non-classified nature.

(iii) Any other action which an APO is authorized to take independently.

F) Duties in respect of recording and indexing:

(i) To approve the recording of files and their classification

(ii) To review the recorded file before destruction

(iii) To order and supervise periodic weeding of unwanted spare copies

(iv) Ensuring proper maintenance of registers required to be maintained in the section

(v) Ensuring proper maintenance of reference books, Office orders etc. and keep them up to date.

(vi) Dealing with important and complicated cases themselves.

(vii) Ensuring strict compliance with Departmental Security Instructions

Assistant/Senior Clerk/Upper Division Clerk: Also known as Dealing Hands (DHs)

They work under the orders and supervision of APO and is responsible for the work entrusted to him/her. Where the line of action on a case is clear or clear instructions have been given by the APO or higher officers, they put up a draft. In other cases, they put up a note keeping in view the following points:

(i) To see whether all facts open to check have been correctly stated

(ii) To point out any mistakes or incorrect statement of the facts

(iii) To draw attention, where necessary, to precedents or Rules and Regulations on the subject

(iv) To put up the Guard File, if necessary, and supply other relevant facts and figures

(v) To bring out clearly the question under consideration and suggest a course of action, wherever possible.

Private Secretary / Stenographer I, II & III:

They keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote themselves to their work. PS/Stenos maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. They maintain human and cordial relations with the persons who come in contact with their superiors or who have dealings with their superiors as professional persons. Some of the more specific functions are enumerated below:

(i) Taking dictation and its transcription

(ii) Fixing up of appointments

(iii) Screening the telephone calls and the visitors in a tactful manner

(iv) Keeping an accurate list of engagements, meetings, etc. and reminding the officer sufficiently in advance for keeping them up

(v) Maintaining in proper order, the papers required to be retained by the Officer

(vi) Keeping a note of the movement of files, seen by their officer and other officers, if necessary

(vii) Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued.

(viii) Carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer.

(ix) Generally assisting him in such a manner as he may direct and at the same time, they must avoid the temptation of abrogating themselves the authority of superiors.

Lower Division Clerk

Lower Division Clerks are also known as Dealing Hand (DH) are ordinarily entrusted with work of routine nature, for example- registration of Dak, maintenance of Section Diary, File Register , File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts etc.

DO'S AND DON'TS BY GOVERNMENT SERVANTS

ACTS, CONDUCT AND, COMMISSIONS WHICH AMOUNT TO MISCONDUCT

WEEKLY STATEMENT OF INFORMATION & PROGRESS REPORT ON DOCUMENTS RECEIVED IN ADMINISTRATION

LEAVE AVAILABLE TO GOVERNMENT SERVANTS

GUIDELINES FOR LEAVE TRAVEL CONCESSION

CGEGIS 1980

EVERYTHING ABOUT CONTRIBUTORY HEALTH SERVICE SCHEME (CHSS)

NEW DEFINED CONTRIBUTION PENSION SCHEME (DCPS)

GUIDELINES FOR CHILDREN EDUCATION ALLOWANCE

COMPOSITION OF ADMINISTRATION WING



Contact details of officials given in OrganisationalHierarchy

Sl. No.	Designation	Name of the Officers	Sections	Contact Details
01.	Director, DCSEM	Shri Anil Shrivastava	Head of Unit	Office no. 25487302 Fax no. 25565362 E-mail : director@dcsem.gov.in Website : www.dcsem.gov.in
02.	Chief Administrative Officer	Shri B. P. Joshi	Head of Administration	Office no.: 25487224 Fax no. 2557 0026 E-mail : cao@dcsem.gov.in Website : www.dcsem.gov.in
03.	Deputy Director (Official Language)	Smt. AnuradhaDodke	Hindi	Office no.: 2548 6321 Fax no. 2557 0026 E-mail : hindi@dcsem.gov.in Website : www.dcsem.gov.in
04.	Administrative Officer (J)	Smt. Jayashree S.	Allotment, Recovery, Enforcement	Office no.: 25487208 Fax no. 2557 0026 E-mail : ao3em@dcsem.gov.in Website : www.dcsem.gov.in
05.	Administrative Officer (K)	Shri G. S. Karwade	Land, General, Vigilance	Office no.: 2548 7206 Fax no. 2557 0026 E-mail: gskarwade@dcsem.gov.in Website : www.dcsem.gov.in
06.	Administrative Officer (S)	Smt. S. Komalavalli	Establishment I Establishment II Recruitment	Office no.: 2548 7223 Fax no. 2557 0026 E-mail: ao3admin@dcsem.gov.in Website : www.dcsem.gov.in
07.	Assistant Personnel Officer	Smt. Chandra Elangovan	Allotment	Office no.: 2548 7227 Fax no. 2557 0026 E-mail : allot@dcsem.gov.in Website : www.dcsem.gov.in
08.	Assistant Personnel Officer	Smt. Renuka B.	Recovery	Office no.: 2548 6324 Fax no. 2557 0026 E-mail : recover@dcsem.gov.in Website : www.dcsem.gov.in
09.	Assistant Personnel Officer	Smt. Meenakshi S.	Enforcement	Office no.: 2548 7217 Fax no. 2557 0026 E-mail : enforce@dcsem.gov.in Website : www.dcsem.gov.in
10.	Assistant Personnel Officer	Shri M. K. Kale	Land	Office no.: 2548 7202 Fax no. 2557 0026 E-mail : land@dcsem.gov.in Website : www.dcsem.gov.in

Sl. No.	Designation	Name of the Officers	Sections	Contact Details
11.	Assistant Personnel Officer	Shri N. Muralidharan	Establishment – I	Office no.: 2548 7203 Fax no. 2557 0026 E-mail : establish1@dcsem.gov.in Website : www.dcsem.gov.in
12.	Assistant Personnel Officer	Smt. Latha K.	Establishment – II	Office no.: 2548 7209 Fax no. 2557 0026 E-mail : estt2@dcsem.gov.in Website : www.dcsem.gov.in
13.	Assistant Personnel Officer	Smt. Lakshmi S. Hatti	Recruitment	Office no.: 2548 7213 Fax no. 2557 0026 E-mail : rectt@dcsem.gov.in Website : www.dcsem.gov.in
14.	Assistant Personnel Officer	Shri Vijayakumar B.	General	Office no.: 2548 7218 Fax no. : 2557 0026 E-mail: gensection@dcsem.gov.in Website : www.dcsem.gov.in
15.	Assistant Personnel Officer	Shri M. M. Shirke	Vigilance	Office no.: 2548 7219 Fax no. 2557 0026 E-mail : apovig@dcsem.gov.in Website : www.dcsem.gov.in

ABOUT ESTATE MANAGEMENT – INTRODUCTION

The **Estate Management** Wing of DCSEM constitutes four Sections viz Allotment, Recovery, Enforcement and Land.

Allotment Section is entrusted the task of Planning and Organising allotment of vacant flats complying with the rules and procedures laid down. Maintenance of high level of transparency in the process is the USP for the Section.

Recovery Section is assigned the task of regulating and monitoring the collection of licence fee and other charges from the allottees, retention of accommodation, eviction etc.

Enforcement Section is responsible for allotment, regulation and recovery of licence fee and other charges of shops, banks, Community Center, Lawns andmonitoring compliance of the terms and conditions of such allotment and remedial action in case of violation of Allotment Rules by shop-allottees and also residents.

Land Section is entrusted with the tasks of the custody and maintenance of land records, inter-action with Municipal & State Authorities on land matters, monitoring receipt of lease rent for the land leased to others, payments of lease rent for the land leased for departmental needs and payment of property taxes.

ABOUT THE SECTIONS

ALLOTMENT SECTION: Allotment Section is responsible for Planning and Organising allotment of vacant flats complying with the rules and procedures laid down. Maintenance of high level of transparency in the process is the Ultimate Selling Point (USP) of the Section. To know the details of activities in details click here.

RECOVERY SECTION: Recovery Section is assigned task of regulating and monitoring collection of licence fee and allied charges from the allottees, retention of accommodation, eviction etc. To know the details of activities in details click here.

ENFORCEMENT SECTION: Enforcement section is entrusted with allotment, regulation and recovery of licence fee and other charges of shops, banks, Community Center, Lawns and monitoring compliance of the terms and conditions of such allotment and remedial action in case of violation of Allotment Rules by shop-keepers and also residents. To know the details of activities in details click here.

LAND SECTION: Land section deals with acquisition of land and maintenance of land records data bank for Department of Atomic Energy. This section is responsible for the custody of land records, inter-action with Municipal & State Authorities on land matters, monitoring receipt of lease rent for the land leased to others, payments of lease rent for the land leased for departmental needs and payment of property taxes. To know the details of activities in details click here.

GENERAL SECTION: General section is catering to the requirements of DCSEM which includes contract work / labour related issues, court cases / arbitration cases pertaining to contract, contract labourers, labour wages, procurement of protective clothing, uniform, protective shoes, monsoon gear, stationery, office items, printing of visiting cards, booking of air tickets for official tour, RFID cards, pensioner's ID cards to the employees of DCSEM/HWB/DPS, maintenance of office furniture, dispatch, centralised photocopy work etc., transport/security related matters, procurement of vehicles & RTO works, matters pertaining to departmental canteen in V. S. Bhavan, two guest houses in Mumbai and 2 at New Delhi including security services and hospitality services in Dhruva Guest House, the section takes care of functioning of Access Control System (ACS), Time and Attendance Management System (TAMS) and Visitors Management System (VMS), arranging celebration of National days like Independence Day, Republic Day etc., uploading circulars of training (ATI & ISTM) and matters of DAE Convention Centre.

This section also deals with centralized Despatch Section which carries out following assignments:

Despatch / receipt of DAK, Distribution of DAK DCSEM, DPS, HWB, BARC & DAE, Franking Machine: Uploading of value of postage stamp, franking of postage articles, maintenance of the machine, DAKs are sent by Ordinary Post, Registered Post and Speed Post mails are sent under BNPL scheme through BARC Post Office, DAK meant for BARC are mailed through Mail Bag, DAK meant for other DAE units located in Mumbai, Navi Mumbai and DAE daks are sent through Courier Services. To know the details of activities in details click here.

VIGILANCE SECTION: The word 'vigilance' represents alertness. There is a well-known saying, 'eternal vigilance is the price of liberty'. If we are not alert, we are likely to lose our liberty, which in turn also means we are going to lose good governance. Accordingly, the Vigilance Section acts as a watch dog on behalf of the government and the public at large to ensure that the public authorities entrusted with power and resources are using in accordance with rules & regulations and thereby ensuring good governance.To know the details of activities in details click here.

APPOINTING & DISCIPLINARY AUTHORITY:

1.	For Group A employees	-	Secretary, DAE
2.	For Group B Employees	-	Director, DCSEM
3.	For Group C Employees	-	CAO, DCSEM

ESTABLISHMENT SECTION: Establishment Section deals with service related matters of employees viz., maintaining Service books, leave records, fixation of pay, closure of probationary period, confirmation of employees, pensionary benefits etc. To know the details of activities in details click here.

RECRUITMENT SECTION: Recruitment Section is responsible for recruitment and promotion of scientific, technical, administrative and auxiliary staff and also for maintenance of SC/ST/OBC Roster, MACP & review cases under FR 56 (j). To know the details of activities in details click here.

RAJBHASHA SECTION: As per the Official Language Act – 1963 Hindi in Devnagari Script is designated as Official Language of Union of India. Accordingly, to develop and nourish Hindi as an official language, Department of Official Language was set up under the purview of Ministry of Home Affairs. To cater the needs of implementation of Official Language policies in this Directorate, the Rajbhasha Section is established under the control of Deputy Director (OL). To know the details of activities in details *click here.*

Incentive Schemes under Hindi Section

1. Details of incentive schemes

STANDARD VISITING HOURS FOR ALL SECTIONS

From 2.00 PM to 4.00 PM (Monday to Friday)

ACTIVITIES AND CHANNELS OF SUBMISSION

1. ALLOTMENT SECTION

Sr. No.	Activities	Decision Making Level	Time Frame
1.	Preparation of Annual Priority list :- Collection of data, data entry, circulation of provisional priority list, carrying out corrections and publishing final priority list.	APO → AO-III (J) → CAO	Final Priority List on or before 15th April of Every year.
2.	Planning, preparation and communication of monthly allotment schedule	APO →AO-III (J) →CAO	15th of every month
3.	Collection of data, preparation and display of vacancy list & updating.	APO	Displaying 2 days prior to the actual date of allotment given in schedule.
4.	Monthly allotment	APO →AO-III (J)	Same day of allotment
5.	Coverage of allotment made during the preceding month	APO →AO-III (J) →CAO	11th of every month
6.	Maintenance of Roster for SC/ST employees	APO →AO-III (J)	Immediately
7.	Change of flats on medical grounds	APO → AO-III (J) →CAO	9 days after receipt of applications
8.	Correspondences received related to allotments including grievances	APO →AO-III (J) →CAO	01 Day
9.	Issuance of Authority Slip and Allotment Orders	APO	Same day
10.	Intimation for vacation	APO	Same day
11.	Out-of-Turn Allotment (Medical/Functional hardship)	Sub Committee →Apex Committee →DAE	

12.	Allotment on Transfer/EOL abroad/ deputation	APO →AO-III (J) →CAO	01 Day
13.	Ad-hoc allotment (in case of died in harness, retirement, medical invalidation etc)	APO →AO-III (J) →CAO →DAE (If needed)	01 week

Sr. No.	Activities	Decision Making Level	Time Frame
14.	Allotment to CISF, TMC/TIFR	APO → AO-III (J) →CAO →Director (If needed)	2 days
15.	Transit accommodation at Old Mandala &AnandBhavan	AO-III (J) →Transit Committee →CAO →Director	1 week on receipt of vacancy
16.	Allotment of Essential Service Quarter	AO-III (J) →ESQ Committee →CAO →Director	1 week on receipt of vacancy
17.	Temporary allotment of accommodation	APO →AO-III (J) →CAO	Orders are issued after making payment, 2 days prior to the date of requirement.
18.	Chummary accommodation allotment For Students and Bachelor Employees.	APO → AO-III (J) →CAO	Within 2 days of receipt of application
19.	Permission for installation of Air-Conditioner	APO →Head ESD →Head GSS	Within 2 days of receipt from Head ESD/GSS
20.	Furnishing information under RTI Act, 2005 to CPIO(A).	APO →AO-III (J) →CAO	7 days

2. RECOVERY SECTION

Sr. No.	Activities	Decision Making Level	Time Frame
01.	Data feeding of quarters allotted	APO	1 day
02.	Seeking own house details	APO	1 day

03.	Coding of recovery advices to various units at Mumbai	APO	2 days
04.	Compilation of recovery details received from various units	APO	1 week
05.	Pay not drawn-intimation to all concerned	APO → AO-III (J) →CAO	1 day
06.	Issuance of HRA Certificate	APO	1 day
07.	Issuance of provisional no demand certificate	APO	1 day
08.	Retention of accommodation-issue of permission (in case of allottees' death, retirement, transfer, EOL, deputation)	APO → AO-III (J) →CAO	3 days
09.	Reminder for vacation of departmental accommodation	APO	1 day
10.	Issuance of final clearance	APO → AO-III (J) →CAO	2 days
11.	Cash/Cheque received-forwarding to accounts	APO	1 day
12.	Closure of file	APO	1 day
13.	EOL cases-retention of accommodation payment advice etc.	APO → AO-III (J)	2 days
14.	Issue of residential proof certificate	APO	1 day
15.	Permission for relative's stay	APO → AO-III (J) → CAO	2 days
16.	Certification of family members for issue of vehicle pass	APO	1 day
17.	Correspondence with DAE for further retention	APO → AO-III (J) → CAO	1 week
18.	Dispatch of electricity bill - on receipt from GSS & revision of electricity bills - adjustment thereof	APO	1 day

19.	Issue of final NDC to non-allottees	APO	1 day
20.	Furnishing information under RTI Act, 2005 to CPIO (A).	APO → AO-III (J) → CAO	7 days

3. ENFORCEMENT SECTION

Sr. No.	Activities	Decision Making Level	Time Frame
01.	On breach of Allotment Rules and Conditions by allottees of departmental accommodation are issued with show cause notice/caution note	APO → AO-III (J) →CAO	25 days
02.	Request for entry of private vehicles – on receipt of all relevant documents.	APO → AO-III (J)	4 days
03.	Issue of permission for installation of dish antennas.	APO	4 days
04.	Entry permits for individuals like personal driver and co-worker's entry permit – on receipt of all relevant documents.	APO → AO-III (J)	2 days
Sr. No.	Activities	Decision Making Level	Time Frame
05.	Permission for various common facilities (matters related to Cultural/Welfare/Residents Associations).	APO →AO-III (J) → CAO	4 days
06.	Allotment of vacant shops by issuing NIT.	APO → AO-III (J) →CAO → Director	2 months
07.	Issue of quarterly bills to shops.	APO	5 days
08.	Allotment of Shakuntalam (Old Community Centre) and permission for use of lawns/stilts – on receipt	APO → AO-III (J) →CAO	4 days

	of application.		
09.	Allotment of Shop No. 5, Sector Market for the purpose of exhibition-cum-sale – on receipt of application.	APO → AO-III (J) → CAO	1 day
10.	Permission for display of banners in DAE townships.	APO → AO-III (J)	2 days
11.	Permission for celebration of Social /Religious Functions like Ganesh Utsav, NavratriUtsav, Shivjayanti, AmbedkarJayanti, including lighting, playing loudspeaker etc.	APO → AO-III (J) → CAO	1 day
12.	Refund of Security Deposit in respect of Shakuntalam (Old Community Centre), Shop No. 5, Sector Market and lawns – on receipt of clearances from concerned agencies.	APO → AO-III (J)	1 day
13.	Request for sharing of departmental accommodation.	APO → AO-III (J)	4 days.
14.	Trombay Township Advisory Committee (TTAC) Meeting - Issue of agenda and notice	APO → AO-III (J) → CAO	4 days
15.	Issue of draft minutes (TTAC)	APO → AO-III (J) → CAO	8 days
16.	Shops Allotment Advisory Committee (SAAC) Meeting - Issue of agenda and notice	APO → AO-III (J) → CAO	3 days
17.	Issue of draft minutes (SAAC)	APO → AO-III (J) → CAO	4 days
18.	SMART – A platform formed under the aegis of	APO → AO-III (J) → CAO	3 Programs in a year

	DCSEM to address social issues amongst the residents of Anushaktinagar.		
19.	Furnishing information under RTI Act to CPIO (A).	APO → AO-III (J) →CAO	7 days

4. LAND SECTION

Sr. No.	Activities	Decision Making Level	Time Frame
01.	Collection of Licence Fee and Allied Charges for the tenements of Lumbini Nagar CHS Ltd.	APO → AO-III (K)	Collection by 11th of every month.
02.	Collection of rent for leased out departmental properties and payment of rent for the properties taken on lease by the Department. Payments are being received / made monthly, quarterly and annually.	APO → AO-III (K) → CAO	As per agreement
03.	Payment of Annual Property Tax in respect of DAE properties in City and Suburban areas and Dhruva Guest House at Delhi.	APO → AO-III (K)→CAO	15 days from the date of receipt of the bills.
04.	Renewal of Lease Agreement i.r.o. Oil Pipelines passing through Anushaktinagar.	APO → AO-III (K)→CAO→ Director	1 month on receipt of approval from DAE
05.	Renewal of lease agreement i.r.o. land leased out to Bank premises at Anushaktinagar. Execution of agreement.	APO → AO-III (K)→ CAO→Director	1 month on receipt of approval from DAE
06.	Reply to Audit Paras.	APO → AO-III (K)→CAO→ Director	Reply on Audit para is being sent within the timeline given by Audit Party.

07.	Processing and forwarding of payment of Annuity Charges to land owners of land acquired for setting up GCNEP at Bahadurgarh, Haryana after receipt of application.	APO → AO-III (K)→CAO	1 month on receipt of approval from DAE
08.	Payment of 'No Litigation Incentives' to the land owners	APO → AO-III (K)→ CAO	1 month on receipt of applications
09.	Establishment of Centralized Data Bank for DAE's land all over India to be set at DAE Secretariat Mumbai	APO → AO-III (K)→ CAO	Within one month after receipt of data from all Units & Aided Institutions of DAE
10.	Furnishing information under Right to Information Act, 2005 to CPIO (A).	APO → AO-III (K)→ CAO	7 days

5. GENERAL SECTION

Sr. No.	Activities	Decision Making Level	Time Frame
01.	Procurement of Liveries viz. Uniform, Safety Shoes, Monsoon Gear items etc. (Indent through DPS)	APO → AO-III (K) → CAO	As per DPS procedure
02.	Procurement of Furniture items: Table, Chairs, Cupboards, Shelf, Cabinets etc.(Indent through DPS)	APO →AO-III (K) → CAO→ Director	As per DPS procedure
03.	Procurement of various Stationery /Office items like Flasks, Tea Sets, Rubber Stamps, Name Plates etc. Up to Rs. 5000/- Above Rs. 5000/-	APO → AO-III (K) → CAO APO → AO-III (K) →CAO→Director	04 days 04 days

04.	Printing: Visiting Cards, Registers, files, forms, magazine	APO → AO-III (K) → CAO	1 month
05.	Reimbursement: Newspaper bill, stitching bills etc. Brief case Up to Rs. 5000/- Brief case Above Rs. 5000/-	APO → AO-III (K) → CAO APO → AO-III (K) → CAO APO → AO-III (K) → CAO→ Director	02 days 02 days 02 days
06.	Entertainment: Canteen bills, Parade bills etc.	APO → AO-III (K) → CAO	02 days
07.	Maintenance, Repair of Furniture Items: Fabrication of keys, Table top & Glass, Drawer lock,re-caning of chairs, fixing of venetian blinds, painting etc.	APO → AO-III (K) →CAO	05 days
08.	Settlement of Guest House (GH)Bills: Lease Rent (NeetiBagh GH), Hospitality & Security Bill (Dhruva GH), Cable, Carpet cleaning Bill, Night Duty, OT Allowance, NRPS, Licence fee for PragatiVihar GH etc. Imprest Bill Zerlina / AnandBhavan GH	APO → AO-III (K) →CAO	02 days
09.	Booking of Air tickets	APO	Immediate
10.	Settlement of Air Travel Bills of M/s BalmerLawrie	APO	06 days
11.	Celebration of various Days: Independence, Republic, Women's, and Anti-Terrorism Day Communal Harmony	APO →AO-III (K) →CAO APO →AO-III (K)	One week in advance

	Week, SadbhavanaDiwas etc. Up to Rs. 5000/- Above Rs. 5000/-	→CAO→Director	
12.	Imprest of General Section: Payments of bills towards Conveyance, Stationery items & misc. expenditure of various sections	APO →AO-III (K) →CAO	02 days
13.	Training: Nominations of officials for various training programmee	APO →AO-III (K) →CAO	03 days
14.	Telephone bill payment (Total 63 Tel. Connections) Mobile Bill Payment Internet Circuit Bill(Quarterly) + 1 yearly (Tel. hotline bill)	APO → AO-III (K)	Before due date
15.	Telephone reimbursement cases	APO → AO-III (K)	Within 2 days
16.	Issuance of RF Smart Identity Cards for DCSEM/DPS/HWB Employees.	APO	Within 12 days
17.	Issuance of Temporary ID-Cards	APO	Immediate
18.	Contract Labour Work with issuance of Form-V	APO → AO-III (K) → CAO	01 Day
19.	Make arrangement of Site Inspection by LEO	APO → AO-III (K) → CAO	Same day
20.	Endorsement of Circulars received from DAE & other sources	APO →AO-III (K) →CAO	Within 2 days
21.	Furnishing information under Right to Information Act, 2005 to CPIO (A).	APO →AO-III (K) →CAO	5-10 days

6. VIGILANCE SECTION

Sr. No.	Activities	Decision Making Level	Time Frame
01.	Permission to acquire/dispose of Immovable & Movable Property For Group A & B For Group C	APO → AO-III (K) → CAO APO →AO-III (K)	03 days 03 days
02.	Scrutiny of Annual Immovable Property Returns	APO →AO-III (K) → CAO	01 Day
03.	Issue of blank APAR Forms For Administration Staff For Scientific & Tech. Staff		By 31st March By 30th June
04.	Vigilance Clearance for various purposes	APO → AO-III (K) → CAO	01 Day
05.	Disciplinary Cases: Issue of charge sheet, Appointment of Inquiring & Presenting Officer, Action on inquiry report, Disposal of case. For Group A Group B Group C	 APO → AO-III (K) → CAO→ Director → DAE APO → AO-III (K) → CAO→Director APO → AO-III (K) → CAO	Entire procedure to be concluded in six months 6 Months 6 Months 6 Months
06.	Court Cases: Central Govt. Indl. Tribunal Motor Accident Claim Tribunal Claim from the	APO → AO-III (K) → CAO → Director → DAE (for vetting)	i) As & when hearing fixed attended the court through Govt. Counsel(s). ii) 15 days for filing reply.

	contractor for payment of compensation Compassionate appointment Bombay High Court case CAT (PB), New Delhi Processing of Legal Fees (As & when recd.)		iii) Prompt action is being taken to minimize the delay in Court Proceedings.
Sr. No.	Activities	Decision Making Level	Time Frame
07.	Govt. Loan/Advances: a) House Building Advance b) PC Advances	APO → AO-III (K) → CAO	 a) 04 days b) 04 days
08.	Reports a) Weekly 01 no. b) Monthly 06 Nos. c) Quarterly 11 Nos. d) Half Yearly 02 Nos. e) Annual 02 Nos.	APO → AO-III (K) → CAO	By 5th of the month
09.	Handling & Maintenance of APAR Dossiers (For Group B non-gazetted and For Group C)	APO	As per requirement
10.	Uploading of Annual Immovable Property Returns of Group 'A' Officers of DCSEM on the official website of DCSEM	APO → AO-III (K) → CAO	By 31st March every year
11.	Furnishing information under Right to Information Act, 2005 to CPIO(A).	APO → AO-III (K) → CAO	7 days

7. ESTABLISHMENT SECTION

Sr. No.	Activities	Decision Making Level	Time Frame
01.	Closure / extension of Probation	APO → AO-III (S) →Appointing Authority	10 days prior to due date

02.	Maintenance of Leave Account	APO	Twice in a year
03.	Maintenance of Service Book	APO	On promotion or events that take place during service career
04.	Regulation of Pay on Promotion	APO → AO-III (S)	Within 4 days of receipt of option
05.	Sanction of Provident Fund Advance Withdrawal	APO → AO-III (S) APO → AO-III (S) → CAO	 Within 2 days
06.	Reimbursement of tuition fee under Children Education Allowance Scheme	APO → AO-III (S)	Within 1 day
07.	Leave Travel Concession Advance Advance Encashment of EL Settlement of claim	APO → AO-III (S)	Within 3 days
08.	Transfer TA Advance & Settlement (Transfer/Retirement)	APO → AO-III (S) → CAO	 Within 1 day Within 7 days
09.	Confirmation of Employees	APO → AO-III (S) → Confirmation Committee	Once in a year
10.	Representations on Pay Anomaly cases	APO → AO-III (S) → CAO	Within 7 days
11.	Forwarding of Application for outside employment	APO → AO-III (S) → CAO	Within 7 days
12.	Miscellaneous Certificates viz. a) Service Certificate, certification for I-Card,BARC Society, visa etc. b) Identity certificate for obtaining passport	APO APO → AO-III (S) → CAO	Within1 day Within 3 days

13.	Various Claims a) Permission for Medical treatment/settlement etc. b) Revalidation of CHSS cards of dependants	APO → AO-III (S) APO	Within 2 days Same day
14.	Retirement Cases a) Superannuation cases Issue of advance intimation of retirement / Verification of Service Book Forwarding of pension papers to retiring officials Issue of retirement notification Pension Worksheet with PF/ Group Insurance Encashment of Leave Final Clearance b) Voluntary retirement cases Issue of notification accepting of VR Forwarding of pension papers to retiring officials	APO → AO-III (S)	2 years prior to date of retirement 8 months in advance 3 months in advance 2 months in advance Immediately on receipt of all NDC Immediately on receipt of all NDC Within one day of approval of notice 1 day after acceptance of VR 5 days after receipt from the individual Immediately on receipt of all NDC Immediately on receipt of all NDC

	Pension Worksheet with PF / Group Insurance Encashment of Leave Final Clearance		
15.	Review of cases under Rule 32 CCS(Pension) Rules on completion of 18 yrs of service	APO → AO-III (K) → CAO	Quarterly
16.	Issue of Appreciation Letters to Retirees Uploading of information on DCS&EM website.	APO → AO-III (K) → CAO	05 days before superannuation 15 days before superannuation Within one week of retirement
17.	Periodical reports a) Hindi quarterly reports b) Annual report to DAE regarding private foreign visit of employees	APO → AO-III (S) → CAO	a) Within 10 days on closure of respective quarters b) Within 10 days on closure of respective year
18.	PRIS (Organisational& Group incentives)	APO → AO-III (S) → CAO	By 15th of April & 15th of October
20.	Furnishing information under RTI Act 2005 to CPIO(A)	APO → AO-III (S) → CAO	7 days
20.	Permission for acquiring additional qualification	APO → AO-III (S) → CAO→ Director	Within 1 week
21.	Counting of past service in case of employees rendering service in other organizations (State/Central)	APO → AO-III (S) → CAO	Within 15 days
22.	Application for allotment of departmental accommodation	APO	Within one day

	(verification report)		
23.	Other miscellaneous correspondence	APO → AO-III (S) → CAO	Within 3 days of receipt of dak

8. RECRUITMENT SECTION

Sr. No.	Activities	Decision Making Level	Time Frame
01.	Direct Recruitment against vacancies of Scientific/Technical/ Administrative/ Auxiliary cadres a) Action plan for anticipated vacancies in S&T cadre b) Action plan for anticipated vacancies in Admin & Aux cadre Which includes Identifying vacant posts, Publishing Advertisement, Screening of applications, issue of call letter, conducting screening/written test, trade test, interview (as per extant RRs/norms), publishing of result.	APO → AO-III (S) → CAO →Director	2 years in advance 1 year in advance
02.	Issuing Offer of appointment	APO →AO-III (S) →CAO →Director	07 daysfrom the date of receipt of last C&A verification report

Sr. No.	Activities	Decision Making Level	Time Frame
03.	Promotion : Promotion of S&T,WA under MPS	APO → AO-III (S)	Aug - Dec every year
	Preparation of zone of consideration list, screening of cases, trade test, interview as per promotion norms.		
	Issue of promotion order:	APO → AO-III (S) →CAO →Director →DAE	07 days from the date of approval of Minutes
	1.Cases sent to DAE (S&T - Group A)	APO → AO-III (S) → CAO → Director → DAE	07 daysfrom the date of approval of Minutes
	2. Cases sent to BARC (S&T - Group A&B)	APO → AO-III (S) → CAO → Director	07 days from the date of approval of Minutes
	3. Cases dealt in DCSEM (S&T - Group B&C and WA)		07 days from the date of approval of Minutes
	Promotion of Administrative and Auxiliary staff		
04.	Intimation of PRIS-I(Individual incentive) to Accounts	APO → AO-III (S) → CAO → Director	07 days from the date of receipt of approval
05.	Review for retention in service under FR 56(j)/Rule 48 of CCS(Pension) Rules on quarterly basis 3 Review Committees in DAE& 1 Review Committee in DCSEM	APO → AO-III (S) → CAO → Director → DAE	07 days from the date of approval of Minutes by DAE/Director
06.	Modified Assured Career Progression	APO →AO-III (S) →CAO → Director→ DAE	

	Scheme(MACP) – Twice in a year After Screening by the Committee Cases dealt by DAE (Gr A & B Cadre Officers) Cases dealt by DCSEM Issue of MACP Order		January& June February &July End of the month in which the cases are due for MACP
07.	Compilation of SC/ST/OBC Roster Roster entry Inspection of all Rosters	APO → AO-III (S) → Liaison Officers for SC/ST/PWD & OBC	As and when new appointments are made By 31st January each year
08.	Reports &Returns(26 Nos.) Quarterly &Half Yearly Annually		Within 10 days after completion of period Within 15 days after completion of period
09.	Furnishing of information under Right to Information Act – 2005 to CPIO(A)	APO → AO-III (S) → CPIO(A)	7 days
10.	Furnishing Statistical Information to other Sections in DCSEM/DAE	APO → AO-III (S) → CAO	2 days

9. RAJBHASHA SECTION

Sr. No.	Activities	Decision Making Level	Time Frame
01.	Translation (English to Hindi & Vice Versa) Administrative material	DD (OL)	1day

	under section 3(3)Article 343 of OL Act 1963 i.e. Office Memo, Office Order, Rules, Gazette Notification, Applications, Circulars, Tenders, Allotment Orders/Priority List, Letters, Forms& Formats etc.		
02.	Translation (English to Hindi & Vice Versa) Legal and Technical materials	DD (OL)	2 days
03.	Translation of Annual Report, Outcome Budget, Performance Report of DCSEM for submission to DAE	DD (OL)	3 days
04.	Translation of DCSEM Web Pages as and when required (From English to Hindi)	DD (OL)	3 days
05.	Translations of material received from DAE, Mumbai and ATI, Mumbai	DD (OL)	3 days
06.	Hindi Correspondence within DCSEM	DD (OL)→ CAO	2 days
Sr. No.	Job Title	Decision Making Level	Time Frame
07.	Correspondence with DAE and its constituent units, TOLIC, Hindi Teaching scheme, ATI and other offices	DD (OL)→ CAO	3 days
08.	Conducting OLIC meeting	DD (OL)→ CAO → Director	Quarterly
09.	Preparation & issue of OLIC minutes	DD (OL)→ CAO→ Director	2 days
10.	Organising : Hindi training (Prabodh / Praveen / Pragya &	DD (OL)→ CAO	 Twice in a year

	Parangat) Hindi Typing Hindi Stenography Training classes for DCSEM employees Unicode training by Hindi Teaching Scheme - 5 days course		Twice in a year Once in a year Minimum 4 sessions in a year
11.	Conducting workshops for security guards	DD (OL) → CAO→ Director	Two days twice in a year
12.	Hindi competitions& prize distribution for DCSEM employees	DD (OL)→ CAO→ Director	July – Sept every year
13.	Preparation of Hindi Progressive Reportreg. use of Hindi in DCSEM. Quarterly Half Yearly Annual Evaluation Annual report Model questionnaire of Parliamentary Committee on OL (as and when required by DAE) Submission of Rajbhasha Shield report to DAE Submission of TOLIC Rajbhasha Shield report to TOLIC, Navi Mumbai	DD (OL)→CAO→ Director	Within 2 days on receipt of reports from section 2 days 2 days 2 days 5 days 2 days 2 days

Sr. No.	Activities	Decision Making Level	Time Frame
14.	Active participation & follow up actions in ‘‘Town Official Language Implementation Committee, Navi Mumbai”. TOLIC Activities : Attending meetings Participation in competitions organized by TOLIC (as per TOLIC schedule) RajbhashaVarta Publication of TOLIC In house Magazine in Hindi ‘Samanvay’	DD (OL)→ CAO→ Director	Half yearly 5 days in a year 1 day Half yearly
15.	Implementation of DAE-Incentive scheme for use of Hindi.	DD (OL)→ CAO→ Director	Quarterly
16.	Organising Joint Hindi Workshop for employees of HWB/DPS/DCSEM/AERB/BRIT.	DD (OL)→ CAO→ Director	Quarterly
17.	Organising Joint Hindi Week Competitions for staff of HWB/DPS/ DCSEM/AERB/ BRIT.	DD (OL)→ CAO→Director	Once in a year
18.	Organising Joint Hindi Saptah, Hindi Diwas, Vishwa Hindi Diwas& Prize distribution and Cultural Functions.	DD (OL)→ CAO→ Director	Once in a year
19.	Hindi Library- Daily issue and return	DD (OL)→ CAO→ Director	Daily between 2.30 –

	of Hindi books/magazines Purchase of Hindi books and magazines		3.30 PM Once in a financial year
20.	Internal Section wise OL inspections	DD (OL)→ CAO→ Director	15 days in a year
21.	Publication of DCSEM In house Magazine 'Nirman'	DD (OL)→ CAO→ Director	Once in a year
22.	Maintenance of Hindi Knowledge Roster	DD (OL)→ CAO	As and when required

COMMITTEES SET UP FOR VARIOUS PURPOSES

1. ALLOTMENT

1. **Out of Turn Allotment - Apex Committee&Sub Committee**
2. **Allotment of Transit Accommodation at Old Mandala AnandBhavan**
3. **Allotment of Essential Service Quarters**

2. ENFORCEMENT

1. **Trombay Township Advisory Committee (TTAC)**
2. **Shops Allotment Advisory Committee (SAAC)**

3. GENERAL SECTION

1. **Weeding out of ID cards**
2. **Telephone Committee**
3. **Vehicle Condemnation Committee**
4. **Standing Survey Committee conducted for Stores**

4. ESTABLISHMENT SECTIONS

1. **Standing Committee for confirmation of employee w.r.t. Group A, B, C of DCSEM employee.**

5. RECRUITMENT SECTION

1. **Selection Committee for appointment and promotion of Technical and Auxillary Staff**
2. **Screening Committee for Compassionate Appointment Committee**
3. **MACPS Screening Committee**
4. **Screening Committee for promotion of Technical and Auxilliary Staff**
5. **Internal Screening Committee for promotion upto SO/TO/E and equivalent**
6. **Internal Screening Committee for promotion to the grade of SO/F and above.**
7. **DPC for promotion of Administrative and Accounts Cadre**
8. **DPC for promotion of Senior Security Guard**
9. **DPC for promotion of Drivers**
10. **Committee for Trade Test for appointment/promotion to Technical Grades**
11. **Committee for Trade Test for promotion of Drivers to next higher grades**
12. **Internal Screening Committee for Group A non ACC posts**
13. **Review Committee for Group B (Gazetted) and (Non-Gazetted) employees**

6. RAJBHASHA SECTION

1. Constitution of OLIC
2. Constitution of TOLIC
3. Constitution of Joint OLIC

FORMS AVAILABLE IN ADMINISTRATION

1. ALLOTMENT SECTON

1. Temporary Allotment
2. Intimation for vacation of departmental accommodation
3. Acceptance of terms and conditions for Allotment
4. Ad-hoc Allotment
5. Out of turn allotment on Medical grounds
6. Out of turn allotment on functional hardship grounds
7. Students Chummary allotment
8. Employees chummary allotment
9. Application for transit accommodation at Old Mandala &AnandBhavan
10. Mutual Change
11. Refund of Security Deposit paid towards Temporary Allotment & Students Chummary accommodation

2. ENFORCEMENT SECTION

1. Application for Entry Permit (Co-worker)
2. Application for sharing of departmental accommodation
3. Circular and Application for booking of Community Centre (Shakuntalam)
4. Revision of rates for Shakuntalam – DAE ID Note
5. Refund of Security Deposit for Shakuntalam
6. Allotment of Shop no. 5 at Sector market.

3. GENERAL SECTION

1. New Identity Card form
2. Pensioners Identity Card form
3. Air ticket booking form
4. Air ticket cancellation form
5. Telephone reimbursement form

6. Nomination form for training

7. Briefcase application form

8. Form for reimbursement of local TA

9. Special CL form for participation in sports / cultural activities.

10. Uniform stitching charges reimbursement

11. Requisition for Vehicle

12. Temporary advance – Forms

13. Temporary advance settlement

14. Information pertaining to contractor/contract work

4. VIGILANCE SECTION

1. Bio-Data cum application form for House Building Advance

2. Application for permission of Competent Authority for building or addition to a house.

3. Form of report to the prescribed authority after completion of the buildings / extension of a house.

4. Annual certificate regarding insurance and maintenance of house - reg.

5. Form for giving prior intimation in respect of immovable property (Other than building or additions and alterations to a house)

6. Form for Annual Immovable Property Return

7. Surety Bond for Vigilance

8. Application form for an advance for purchase of Motor Car/ Motor Cycle/Personal Computer

9. Grant of advance for purchase of land or part/full construction/enlargement of a house etc.

10. Form for giving intimation or seeking previous sanction for transaction i.r.o movable property.

11. Form of Mortgage bond for Motor Vehicle/Personal computer – Initial adv.

12. Form of agreement before drawing advance for motor vehicle/ personal computer

5. ESTABLISHMENT SECTION

1. Advance Intimation for Availing of LTC
2. Application for addition of names of beneficiaries
3. Application for change of Home Town
4. Application for change of Zonal Dispensary
5. Application for CHSS card for Beneficiary of deceased employee
6. Application for CHSS Card
7. Application for Claim for reimbursement
8. Application for deletion of names of beneficiaries
9. Application for drawl of Transfer TA Advance
10. Application for Leave
11. Application for grant of Transport allowance
12. Application for issue of pensioner's identity card
13. Application for LTC Advance
14. Application for Medical claims under Ayurvedic Homeopath treatment
15. Application for No Objection for obtaining renewing personal passport
16. Application for nomination under Group Insurance Scheme 1980
17. Application for permission for acquisition of Additional Qualification
18. Application for registration of parents under CHSS with list of documents
19. Application for reimbursement of LTC
20. Application for reimbursement of tuition fee under CEA Scheme
21. Application for seeking VRS by DCSEM
22. Application for Travelling Allowance Bill for Transfer
23. Application form for revalidation of CHSS facility parents, in-laws, dependants
24. Authorisation letter for receiving payment and living certificate
25. Change of Home town under LTC
26. Declaration for LTC
27. Details of Employment of Spouse
28. Details of Private Foreign Visit made by Employee of DCSEM
29. Form of Declaration for Revalidation of the CHSS Card for Children

30. Grant of special increment Family Planning Allowance under Small Family Norms
31. Joining Report
32. Joint Declaration by Spouse for LTC, Medical RTF, CEA

6. ESTABLISHMENT SECTION

1. Application for CHSS Card
2. Application for Compassionate Appointment
3. Application for grant of Transport Allowance
4 Application for personal data
5. Assumption of Charge
6. Attestation form
7. Certificate for grant of House Rent Allowance
8. DAE Employees Family Relief Scheme
9. Declaration of Home Town Village
10. Declaration of Marriage
11. Declaration Regarding Close Relation
12. Details of Employment of Spouse
13. Details of Employment of Spouse DependantIn Foreign Mission Etc
14. Details of Family
15. Form for New Restructured Defined Contribution Pension System
16. Hindi Knowledge Data form
17. Joining report
18. Manpower Date for DAE
19. Nomination for DCRG Group Insurance Scheme
20. Nomination for NPS
21. Oath Affirmation of Allegiance & Oath of Secrecy
22. Particulars of Employee form for Establishment Section
23. Permanent Identity Card form
24. Special Security Questionnaire

4. INFORMATION UNDER RIGHT TO INFORMATION ACT – 2005

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India has brought out an Act, namely, "The Right to Information Act, 2005", (RTI Act) which came into force on 12.10.2005.

Central Public Information Officer

(Administration, Accounts & **Security matters)** Shri B. P. Joshi Chief Administrative Officer Directorate of Construction Services and Estate management, Vikram Sarabhai Bhavan, Anushaktinagar, Mumbai - 400 094.	**(Scientific & Technical matters)** Shri A. K. Jana Head, Centralised Quantity Division Directorate of Construction Services and Estate management, Vikram Sarabhai Bhavan, Anushaktinagar, Mumbai - 400 094.
Tel.022-2556 7797 (Office) Tel. 022-2548 7220 (Office) Tel. 022–25583506 (Res) Fax - 022-25570026 Email - cao@dcsem.gov.in	Tel.022-2558 3719 (Office) Tel. 022-2548 7324 (Office) Tel. 022-25571726(Res) Fax 022-25565362 Email –jana@dcsem.gov.in

Assistant Public Information Officer

Shri K. Mahapatra Chief Project Engineer (EW), Directorate of Construction, Services & Estate Management, Eastern Region, C/o VECC, 1/AF, Bidhan Nagar, Kolkata – 700064.	Tel. 033-23349754 (Office) Tel. 033-23184220 (Office) Tel. 033-25905482 (Res) Fax 033-23378748 Email –kmahapatra@vecc.gov.in kmahapatra@dcsem.gov.in

Appellate Authority for DCSEM

Shri Anil Shrivastava Director, Directorate of Construction, Services & Estate Management, Vikram Sarabhai Bhavan,Anushaktinagar, Mumbai - 400 094	Tel.022- 25565102 (Office) Tel. 022 - 25487302 (Office) Tel.022-23620611(Res) Fax022-25565362 Email - director@dcsem.gov.in

GRIEVANCE REDRESSAL MECHANISM

Grievance Redressal Mechanism for citizens at large and also for government employees is part and parcel of the machinery of any administration. Department concerned are responsible to ensure that the grievances entered in to the system pertaining to their department are monitored on regular basis.

As per the directives of the Ministry of Personnel, Public Grievances &Pensions, Department of Administrative Reforms & Public Grievances, the Centralised Public Grievance Redress and Monitoring System (CPGRAMS) has been implemented. This serves as a platform for dissemination of information related to Public Grievances and to monitor the redress of the Public Grievances online. Grievances / Complaints can be registered on-line atwww.pgportal.gov.inby the complainants.

The position of entry of grievances and their disposal is automatically updated in the system and even the individual complainant can ascertain the status of his grievance from the system. The departmental authorities can also monitor the process of disposal.

In this Directorate, the Chief Administrative Officer, DCSEM is designated as Grievance Redressal Officer. Being a Grievance Redressal Officer, Chief Administrative Officer, DCSEM is playing a role of co-ordinator, facilitator, monitoring and ensuring timely disposal of grievances; issue necessary directions where delay has been found.

Details of Grievance Redressal Officer for DCSEM

Shri B.P. Joshi
Chief Administrative Officer,
DCSEM

Office : 022-2548 7224

Fax: 022-2557 0026

E-mail : cao@dcsem.gov.in

Website : www.dcsem.gov.in

List of other organizations with whom co-ordination is being carried out.

1. Municipal Corporation of Grater Mumbai (MCGM)
2. Thane Municipal Corporation
3. Kalyan - Dombivli Municipal Corporation
4. New Delhi Municipal Corporation
5. Collector Offices of Government of Maharashtra
6. Forest Department of Government of Maharashtra
7. City Survey Offices&Talathi Offices of Maharashtra Government
8. Government of Haryana
9. Government of Karnataka
10. Government of Andhra Pradesh
11. Government of Odisha
12. Indian Oil Corporation Limited
13. Bharat Petroleum Corporation Limited
14. Hindustan Petroleum Corporation Limited
15. Reliance Industries Limited
16. Gail (India) Limited
17. Mumbai Port Trust
18. State Bank of India
19. Department of Post
20. Punjab National Bank
21. BEST
22. CIDCO
23. Breach Candy Hospital
24. MTNL
25. BSNL

Record Management

The term Record Management is very wide and includes interalia principles, practices and skill needed for achieving the most effective creation, use, maintenance, retention, protection, preservation and weeding/ elimination of record.

The main purposes of Record Management are:-

(i) To speed up the location of and reference to record as a means of speeding up disposal of business.

(ii) To effect savings in cost of creating, locating, using, maintaining, retaining, preserving and eliminating record.

(iii) A scrupulous avoidance of creation of unnecessary record in all offices, it is the foremost duty of all offices and officers to see that only that record is created in the Department as is essential.

(iv) To retain only the necessary active and required record.

(v) Audit of Record creation which requires consistent vigilance on the part of officers to ensure that Reports, Returns, Statements and Registers etc. prepared or maintained in various offices under their control are the minimum required for the efficient functioning of the Department.

Recording

(i) Recording is the process of closing of a file after action on all the issues under consideration thereon has been completed.

(ii) When the dealing hand is satisfied that no further action is required to be taken on a file, he will put it up to the Section Incharge for his approval to the file being recorded under one of the following classes:-

Class I ..to be retained for 1 year.

Class II ..to be retained for 3 year.

ClassIII ..to be retained for 8 year.

ClassIV ..to be retained for 15 year.

Class V ..to be retained permanently.

WOMEN CELL, DCSEM

Government of India has setup the National Commission for Women in 1992 under the National Commission for Women Act 1990. The National Perspective Plan for Women had recommended that the Planning Commission and each Ministry / Department should have a Women's Cell and pursuant there to Women's Cell has been setup in this Directorate.

The present constitution of the Women's Cell in DCSEM is available here.

ACT, RULE & REGULATION PERTAINING TO THE ADMINSTRATION.

1. Fundamental Rules & Supplementary Rules

2. Leave Rules

3. Conduct Rules

4. CCS (CCA) Rules

5. Pension Rules

6. Exercise of Financial Powers (DAE) Rules

7. General Provident Fund Rules & Contributory Provident Fund Rules.

8. New Pension Scheme (with effect from 01.01.2004)

9. Travelling Allowance Rules

10. Leave Travel Concession Rules

11. Allotment of Govt. Residences (DAE), Rules – 1982

12. CHSS Rules

13 Land Rules

14. Contract Labour Rules

15. Public Premises (Eviction of Unauthorised Occupants) Act

16. Official Language Rules

13. Official Secrets Act

14. Atomic Energy Act -1962

15. Constitution of India

16. Manual of Office Procedure

17. Central Govt. Employees' Group Insurance Scheme

18. DAE Family Relief Scheme

15. Benevolent Fund

16. Merit Promotion Scheme of DAE

17. Recruitment Rules of DAE without going to UPSC

18. Immediate Relief Scheme

WAYS TO AVOID MISTAKES

Though mistakes are not intentional and are inevitable, that doesn't mean we should take a carefree approach to get things done. There are some mistakes we make at the workplace which could be easily avoided if we pay little more attention.

Give your full attention, eliminating distractions and with a to-do list. This will lead to a few unwanted mistakes.

Do your homework and ask someone who is more knowledgeable than you are and can guide you. Asking questions will make you smarter. What others think should not matter in any way. Asking questions helps you make fewer mistakes. Each task comes with a challenge and requires you to learn something new, so use resources available to you like more experienced colleague. Do your homework, ask for help.

Checklists can help you when you have to get structured and ensure that nothing is left undone. This helps to move to next stage and minimize errors.

Prioritize tasks. Never complain about your work.

Review: Carefully review your work. This is a must do. When we are working against a deadline and don't give enough time to review, errors are bound to happen. Review will help to find the mistakes before others find those. Check list is useful in the review process. This gets a second eye. Getting a review from a more experienced person can find mistakes what you overlooked.

You are prone to making mistakes when we work against tight deadlines. When we fail to follow time, this leads to missed requirements and incompleteness, this results into failure to meet desired expectation. Smartness lies in time management – estimate time needed to accomplish task.

Learn from others mistakes: Some of the greatest lessons are those we learn from others. So pay attention to past mistakes made, what was done right. Mistakes are meant to teach you and not break you. Mistakesshow us that we need to take a different approach to get things done.

Never ignore work in order to engage in non-business conversation especially if you have customers/clients waiting to be served. Stay away from controversial topics e.g. Politics, religion or anything else where others might hold different views about.

A rundown in performance, don't expect benefits and perquisites, don't expect employer to make you happy when you don't perform upto the expectation.

Do not bad-mouth your co-workers or superiors and don't complain. In order to get along, be easy to work with. Use check-lists and procedures and follow them. Include steps like "double check".

Whenever you make a mistake, ask yourself "What step you skipped", "What have you not looked at", "Why do the right things and wrong things look so similar", update procedures with what you learned.

Recognise that the mistakes are serious and are easy to prevent, stop rushing and slow down.

Before you finish a task, stop and take a break, return to it and review. Take your mind off the task and have a fresh perspective when you return to it.

Track your progress, self-assess your work and learn most effective habits.

- Work smarter, not harder. Let your work speak for itself.
- Establish a form of documenting like an end of day or end of week summary.
- Seniors in position can encourage others to take time off or head out early or take a break.
- Ask for help prioritizing with actual workload.
- Be thoughtful about when to fix something and move on.
- Communicating enables people you are working with to better understand your thought process.
- Explain consequences: a rippling effect an error can have.
- Find root cause of a mistake: Identify the source of problems by asking "Why". Employees can focus on learning from a mistake and prevent it from happening again. Team members can be encouraged to share best practices. Tools safeguard against mistakes. Rely on "check-lists" to ensure they never miss a step in a process. Eliminate avoidable common errors by improving procedures.

SECURITY SECTION

SECURITY SECTION

ABOUT SECURITY SECTION

DAE Units are located in various parts of the country and are of premier national importance. The changing security situation in the country has a direct bearing on the DAE installations and townships. The increase in the activities of the Terrorist outfits has posed fresh challenges for the security of Anushaktinagar Township, which is potential soft target. It is the primary responsibility of the Unit Security Head to meet the security needs of the DAE Township under the supervision, administrative control, guidelines and advice of Director, DCSEM for their day-to-day activities. Unit Security Head is also responsible to IG (Security), DAE for implementation of Security Policies.

DCSEM Security is commanded by Chief Security Officer and assisted by Dy. Chief Security Officer, Security Officers, Assistant Security Officers, Head Security Guards, Senior Security Guards, and Security Guards, who together comprise the security Unit of DCSEM.

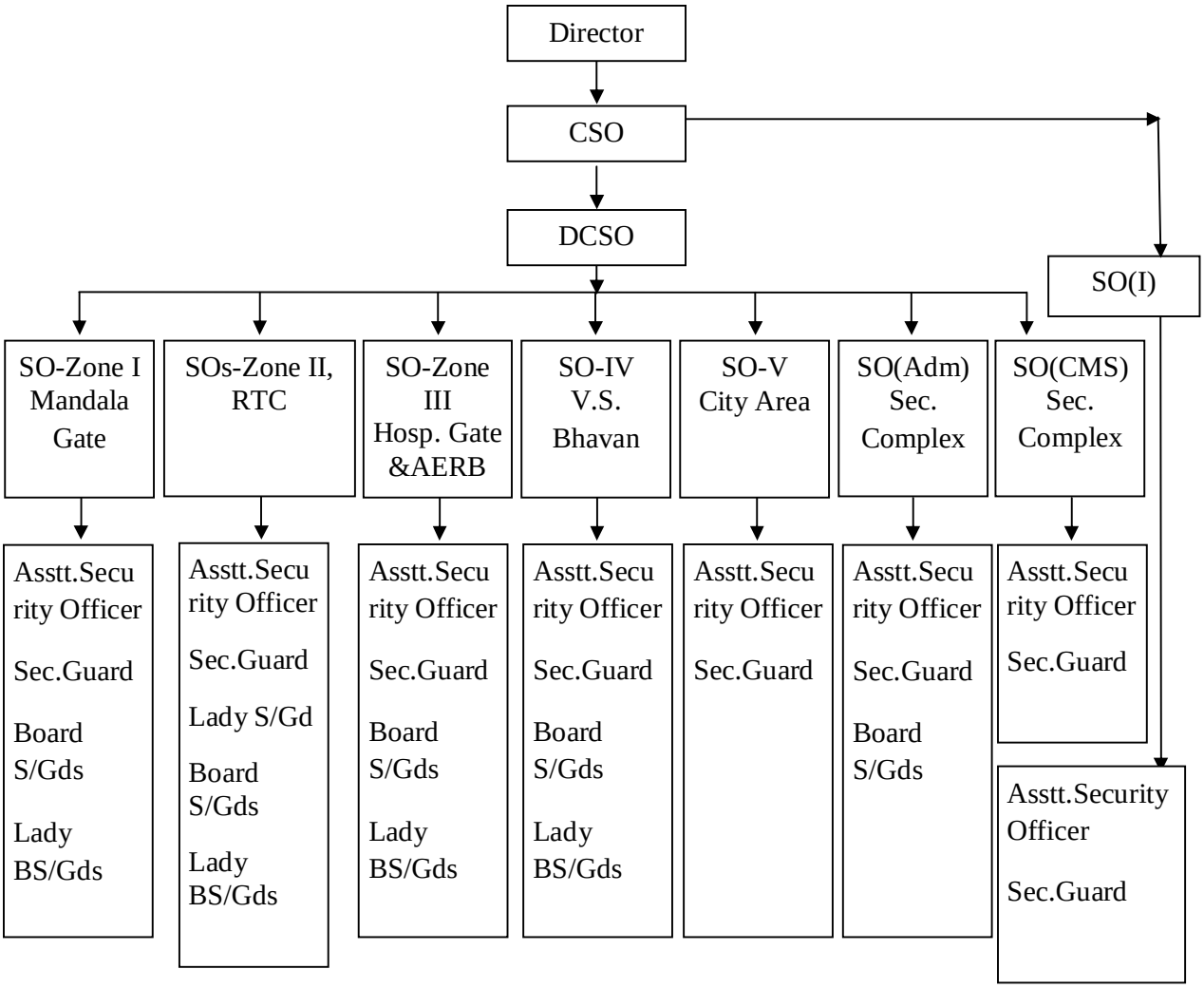
The security is implemented and enforced by a combined force of departmental security personnel, Private security authorized by DAE, Intelligence Agencies and armed support by CISF, State Police.

Anushaktinagar is the township housing employees of Department of Atomic Energy in Mumbai situated at Mumbai Pune Highway and SionTrombay Road.

Description of the DCSEM Securitywith its Objectives

Maximum Top Scientists, Engineers, Administrators of Department of Atomic Energy are residing in Anushaktinagar Premises. Considering the vulnerability of the township, Government of Maharashtra has catered its security arrangement by providing Police Personnel. Township affairs are Managed and Controlled by DCSEM Security.

SECURITY SECTION ORGANISATIONAL CHART



Duties of the concerned Offices: Officers/Employees

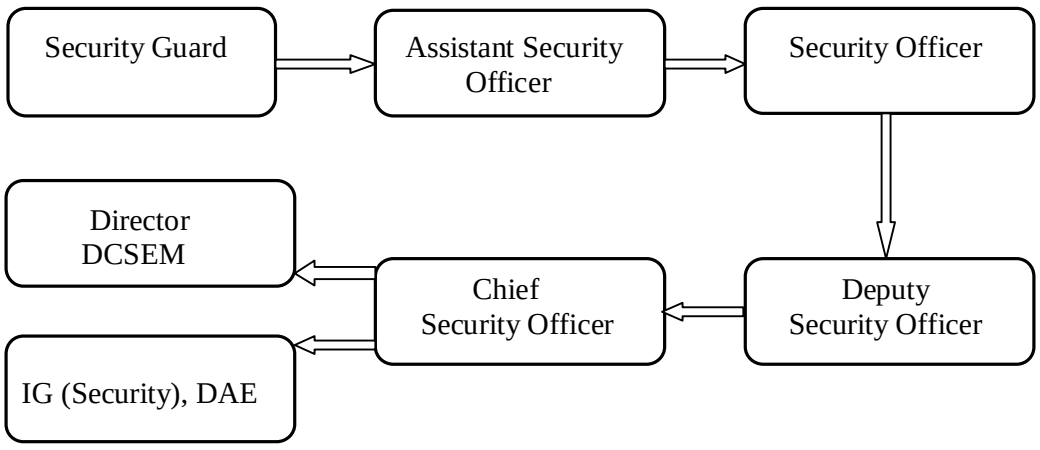
DCSEM Security achieve its purpose by a combination of actions consisting principally of the following functions and duties:

- Effective Access Control of Persons, Material & Vehicles
- Safeguard departmental estate and Government property.
- Maintain vigil to prevent encroachment into the departmental premises.
- Control of various crimes and maintain social discipline in township.
- Providing Security Coverage to social functions.
- Assistance in enforcing Allotment Rules.
- Collection of Intelligence.
- Extend logistic support to local public for maintaining law and order situation.
- Providing security to office buildings and check Office Buildings after normal working hours to ensure that they are properly locked and are otherwise in order.
- Keep vigil & patrol designated areas including perimeter of Township
- Patrol areas outside the perimeter, whenever tactically expedient.
- Respond to information, whistle blower and other indications of suspicious activities.
- As and when required Operate and enforce regulatory traffic controls and procedures to maintain the smooth flow of traffic and to prevent accidents on the premises of the facility.
- Maintain effective liaison with local law enforcement agencies like the police and intelligence agencies, namely, the Special Branch and CID (Intelligence) of the State Police, and Subsidiary Intelligence Bureau of the Central Government, Anti-Terrorist Cell of Local Police Stations, and Anti-Terrorist Squad of Mumbai Police.
- If the Courts issue any process for appearance of security personal as witness during trial of any case pertaining to his present or previous official responsibilities, he shall abide by the Court order as his duty with due permission of Unit in-charge.
- Should promptly conduct an enquiry into all Security related incidents of theft, damage to DAE property, squabbles, disorders, accidents.
- Timely allocating and scheduling duties.
- All incidents/issues/cases to be immediately appraised to CSO.

- Permit the entry of foreigners after through verification of Documents.
- To regulate media person's entry after verifying the permission letter from competent authority.
- Submission of Foreigners visit report to concerned police station.
- Conduct inquiries, Secret/discrete inquiries on CSO's instructions.
- Assisting and providing logistic support to Estate Management Group to execute orders of Estate Officer for evection, Pasting of Order/Notice, Special Flat Checking of DAE Qrts. etc.
- To investigate the incidents and cases as directed by CSO.
- To verify the Police Verification Certificates authenticity.
- Manage to Patrol areas outside the perimeter, inside the perimeter, no-man land areas.
- To provide logistic support to BARC Security, Police & CISF for conducting Mock Drill Exercise within Anushaktinagar premises and BARC premises
- Security rules and procedures must be enforced firmly but politely.
- Providing relief to personnel assigned to fixed posts when necessary.
- Submit reports of all unusual incidents that require attention of senior officers.
- Maintenance of administrative records of the post.
- Use and upkeep of Motorcycle issued for the use of a specific Gate/Post.
- Accountability of issuing/depositing keys of all office buildings/maintenance office of the Township.
- Depositing of Temporary allotment keys during holidays.
- Checking of outgoing vehicles.
- Maintaining of record of incoming goods Vehicles.
- Issuing of Temporary vehicle pass for outside vehicles.
- Checking of Govt. Vehicles other than DAE before allowing
- Witnessing of loading of contractor's vehicles for taking out the material.
- Checking of intimated locked flats during night shift.
- Checking of visitors' luggage/baggage.
- Keeps a close vigil on employees going out from Office premises.
- Maintaining the visitor management system / visitor entry permit
- Maintaining the record of foreigner's entry etc. and allow them on superior's instructions.

- In Office Bldgs. permitting visitors to enter inside after issuing CEP on confirmation.
- Provide Security Coverage during VVIP/VIP, special events, Social/Religious gathering etc.
- Physically carrying out Combing Operations.
- Providing immediate assistance during public quarrelling etc.
- Discreet watch on suspicious activities and persons.
- Daily patrolling of special areas.
- Monitoring CCTV footage in CMS.
- Providing CCTV footage to Police authorities on instructions.
- Ensuring serviceability of all electronic gadgets of DCSEM security.
- Providing support to Intelligence staff during investigation of any case through CCTV Footage.
- Keeping periodic backups of CCTV footage which was involved in investigation process.
- Issuing vehicle pass to Employees, Ex- employees, Contractors, PG RMO doctors etc.
- Making maid servants & Vehicle passes
- Issuing passes of Maid Servants & Vehicle to concerned employees.
- Pasting stickers on vehicles.

Section Reporting Channel



Do’s and Don’ts for Security Staff

- Maintain absolute integrity
- Maintain devotion to duty
- Do nothing which is unbecoming of a Government Servant.
- Be punctual.
- Ensure proper Turnout before taking charge of the duty.
- On taking charge immediately check the serviceability of all the equipments, items.
- Make proper diary entries w.r.t. to the incident.
- Always Display ID Card while on duty.
- Be attentive to the public.
- Be polite but be firm on the security procedures.
- Be always calm and curious.
- On assumption of charge of the duty post take rounds of the entire area.
- Any incident happened at the within the duty premises to be immediately informed to the superiors and subsequent diary entry should be maintained at the duty post.
- Maintained dignity and decorum of the section.
- Always obey the orders of the superiors.
- Avoid usage of social media for sharing of official information like photos, documents, incidents etc.
- Leave to be availed with prior permission.
- Do not leave Head Quarter without any permission from the superiors.
- Do not leave the duty post unless properly relieved.
- Maintain a responsible and decent standard of conduct in private life.
- Render prompt and courteous service to public.
- Observe proper decorum and during lunch break.
- Report to superiors the fact of arrest or conviction in a criminal court and the circumstances connected therewith, as soon as it is possible to do so.
- Keep away from demonstration organized by political parties & Maintain political neutrality.
- Manage private affairs in such a way so as to avoid habitual indebtedness or insolvency.

- If any legal proceedings are instituted for the recovery of any debt due to from you or for adjudging you as an insolvent, report the full facts of such proceedings to the competent Authority.

DON'Ts

- Do not indulge in acts unbecoming of a government servant.
- Do not be discourteous, dishonest and partial.
- Do not practice untouchability.
- Do not join or support illegal strike.
- Do not enter into any private correspondence with foreign embassies or missions. Do not accept lavish of frequent hospitality from any individual, industrial or commercial firms, organizations etc. having official dealings with you.
- Do not undertake private consultancy work.
- Do not appear in public place in a state of intoxication etc.

Acts, Rules, Regulations & Procedures pertaining to DCSEM Security

- Entry Procedure for Persons, Material and vehicles
  Subjected to the Security checking at the gates.
- Foreign Delegates for BARC & other Facilities
  Subjected to the security checking at the gates
- Visit of media personnel in township
  Subjected to the Security checking at the gates and under escort from and back to the gates.

Recruitment and training of the officials

As per Administrative Manual for DAE Security issued by DAE.

Monitoring (monthly & annually)

ASOs, SOs, DCSO and CSO are taking surprise rounds to monitor the activities of their subordinates respectively.

Monitoring formats

All Security Staff of ASO and above rank maintaining their Security Dairies and SO and above rank officers are submitting their monthly diary report to their superiors. CSO is submitting his security diary report to IG(Security), DAE.

Information under Right to Information Act.

Any information sought by CPIO of DCSEM pertaining to DCSEM Security, Chief Security Officer is responsible to provide the requisite information within stipulated period.

Record Management System

As per DAE Security Manual the subject wise retention period of records maintained in the DCSEM Security Section.

Supervision and control system

Security Guards are being supervised by ASOs.

ASOs, S/Gdsare being supervised by Security Officers.

Security Officers, ASOs, S/Gds are being supervised by Dy.Chief Security Officer.

CSO is supervising and controlling all the security staff.

Articles of Uniform

As per Administrative Manual for DAE Security issued by DAE.

Inspection & Inspection formats

Intelligence Bureau carryout inspection/Security Audit of DCSEM Security.

-CONCLUSION-