सत्यमेव जयते

# ORGANIZATIONAL MANUAL

## JULY 2026




## DIRECTORATE OF CONSTRUCTION, SERVICES AND ESTATE MANAGEMENT

3RD FLOOR, VIKRAM SARABHAI BHAVAN, ANUSHAKTINAGAR, MUMBAI - 400094

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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, laboratories, hospitals and estate management of the Department. The activities are spread throughout the length and breadth of the country.

I am happy to note that the comprehensive Organisational Manual was first brought out by DCSEM in the year 2018. The Manual has been revised taking into consideration the latest inputs which will benefit all concerned and help in improving the efficiency and speedy deliverance of quality work.

I wish them all success in this unique endeavour.

Ajit Kumar Mohanty

(Ajit Kumar Mohanty)

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Government of India

उत्कृष्ट वैज्ञानिक एवं निदेशक
निर्माण, सेवा और संपदा प्रबंध निदेशालय
Outstanding Scientist & Director
Directorate of Construction,
Services & Estate Management



## FOREWORD

Over the years, since its publication in 2018, the DCSEM Organizational Manual has served as a valuable reference document and guiding framework for officers and staff associated with the functioning of the Directorate. It has facilitated uniformity in procedures, improved understanding of organizational responsibilities, and assisted in the effective discharge of duties by all concerned.

In recent years, several organizational changes have been introduced and a number of new provisions, policies and instructions relating to the planning and execution of construction works have been implemented in DCSEM. In view of these developments and the evolving requirements of the organization, a comprehensive revision of the Manual has become necessary. The present revision seeks to bring about a transformational change by streamlining procedures, enhancing operational efficiency, promoting accountability and enabling the timely delivery of quality works and services.

This revised Manual is expected to serve not only as a ready reference for officers and staff of DCSEM, but also as a useful source of guidance for other Units and Constituent Institutions of the Department engaged in similar activities.

I would like to place on record my sincere appreciation and gratitude to all the Chief Engineers, Section Heads, members of the Review Committee, and other officers and staff who contributed through their dedicated efforts, valuable suggestions, and meticulous scrutiny in the compilation and finalization of this revised edition of the DCSEM Organisational Manual.

To facilitate easy access and wider dissemination, a downloadable version of the revised Manual shall also be hosted on the DCSEM website (dcsem.gov.in), enabling all employees to readily refer to its provisions and effectively discharge their responsibilities.

के० महापात्रा.

**(K. Mahapatra)**

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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 objective 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 and estate management 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.

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) **Project work**:

- Works contracts are awarded for all projects through e-Tendering and further due processing by CQD. The projects are executed through team of engineers and other staff posted at project sites. 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, inventory of materials, total cost of the project and facilities built and any other information.

C) **Maintenance work**:

- DCSEM maintains more than 9500 flats and various office complex / commercial buildings, schools and other common facilities under DAE in Mumbai.
- Chairman Governing body (GB) will be responsible for planning of maintenance works under Director DCSEM.
- Works shall be taken up on Administrative Approval of Director DCSEM in consultation with Finance.
- Major repair works shall be planned / designed with help of PCD section.
- Technical sanction of appropriate authority will be obtained and tendering process will be carried out by CQD.
- Works will be executed through Engineering Services Group (ESG) - ESD I / ESD II / ESD III / PHES / H&CMS / Engineering & IT Services Division.
- Maintenance work shall be carried out as per relevant practice through various zonal maintenance offices 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 submitted to Chairman (GB) / Chief Engineer (ESG) 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 / aided institutions of DAE shall be carried out through deposits made by concerned Institutions based on the estimates prepared by DCSEM. Necessary expenditure details shall be furnished by accounts regularly.
- Constituent Units of DAE (other than autonomous / aided institutions of DAE): The cost of work shall be estimated. The final requirement shall be submitted to Unit and Head of Account shall be obtained from Competent Authority of Unit. Financial transaction shall be done through Head of Accounts.

- General accounting activities are detailed in Chapter on 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 more than 9500 flats under DAE at various locations in Mumbai.
- DCSEM is responsible for preparation of Yearly priority list based on seniority following the DAE allotment rules through DAE Niwas. The allotment is made online every month as per the schedule. The allotment procedure is detailed in Chapter on Administration.

**G) Administration**:

- General activities of administration are detailed in Chapter on Administration.

**H) Training Division:**

- Training Division is headed by Head (Training division) and the activities of Training Division are taken care by Technical Coordinator (Projects) and Safety manager.

# 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, mechanical, 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, Coordination & Design Group

(ii) Centralized Quantity Division

(iii) Construction Group

(iv) Engineering Services Group (ESG)

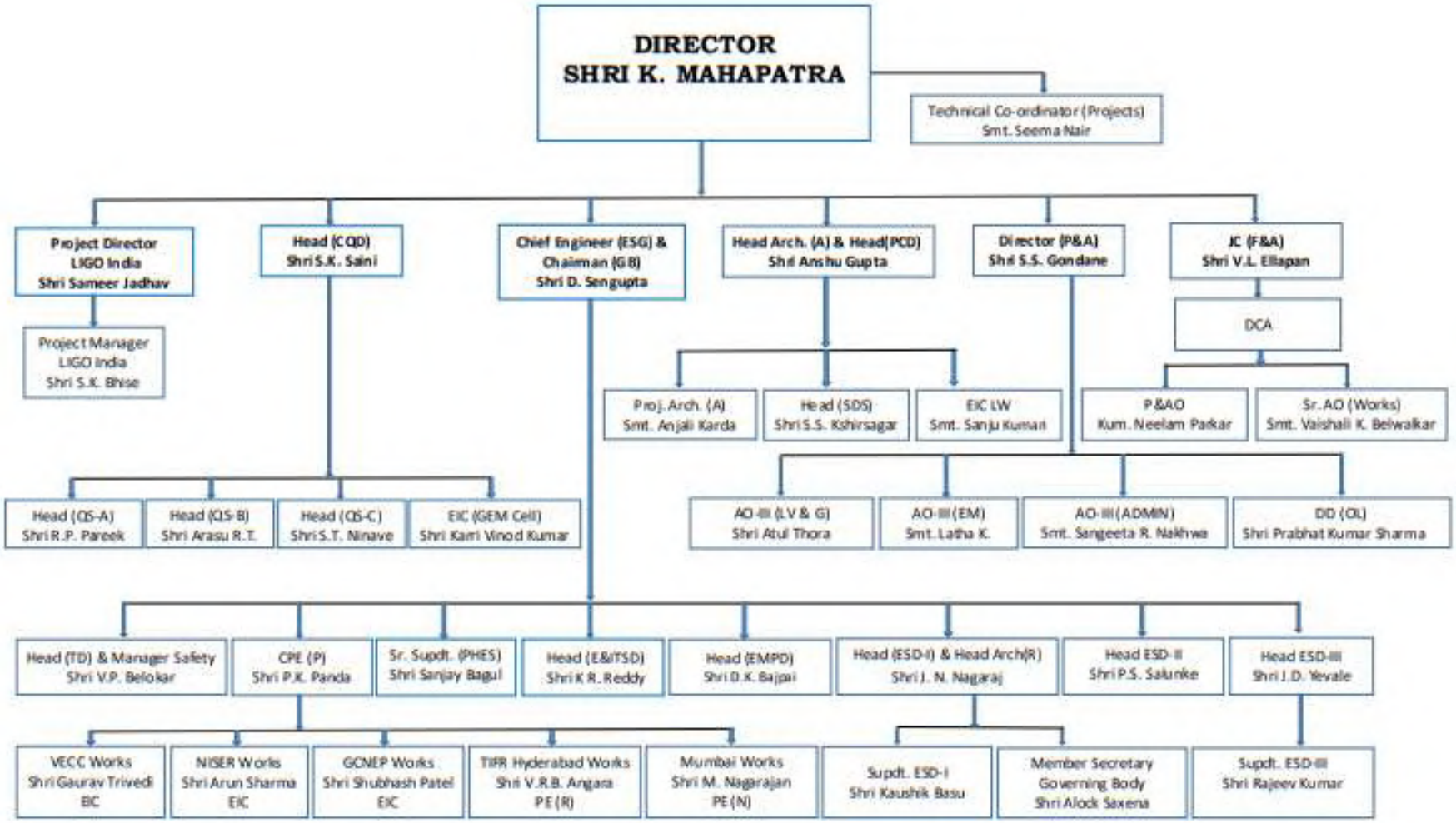
- a) Engineering Services Division (ESD)
- b) Public Health Engineering Services (PHES)
- c) Horticulture & Cosmetic Maintenance Section (H&CMS)
- d) Engineering & IT Services Division (E&ITSD)

(v) Training Division

(vi) Finance & Accounts Group

(vii) Administration Group

# Organizational Chart



# PLANNING, COORDINATION AND DESIGN GROUP

# PLANNING, COORDINATION AND DESIGN GROUP

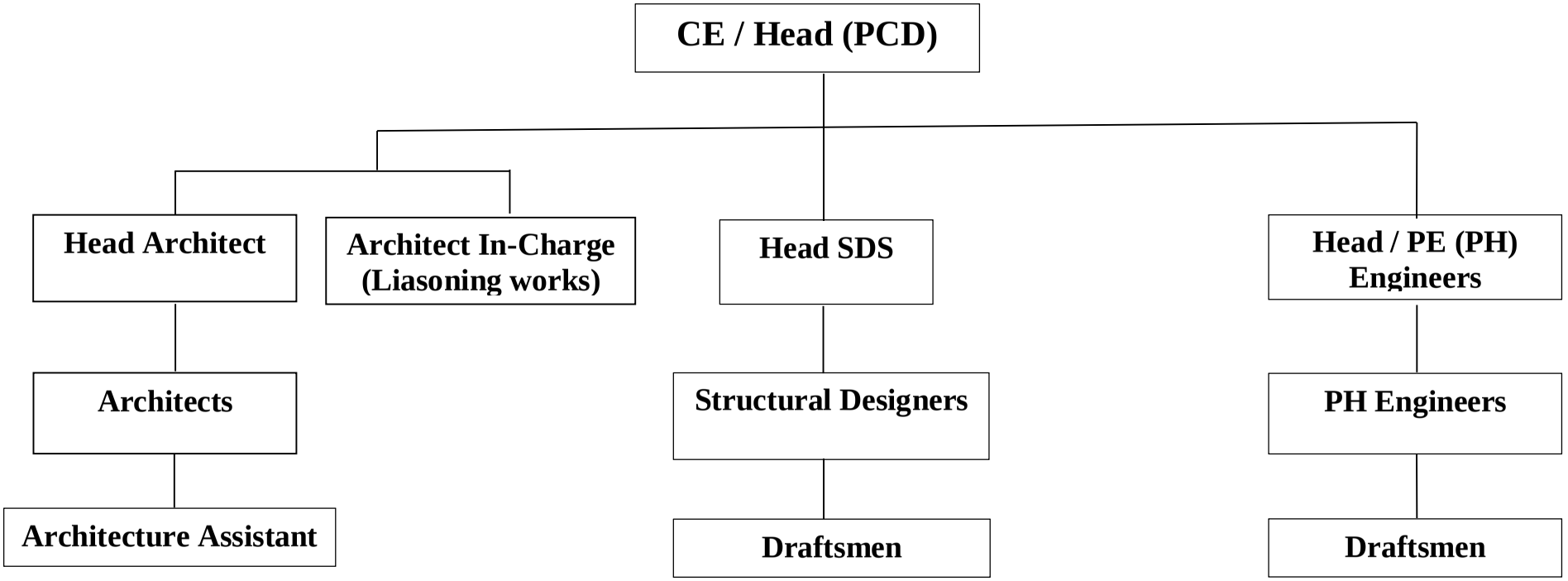
## 1. INTRODUCTION:

**Planning, Coordination and Design Group** is a multi-disciplinary section of DCSEM, which provides Architectural, Structural, Public Health, Electrical, Information Technology & Mechanical design to the projects undertaken by DCSEM, right from conceptualization, planning till completion of project. It provides detailed Technical & engineering support, 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 for uninterrupted use and undertake analysis / audit of old structures, whenever required.

This group consists of following sections: -

a) Planning, Coordination & Design
    - Architectural Section
    - Structural Design Section (SDS)
    - Public Health Engineering Section
b) Electrical design and Information Technology
c) Mechanical Design

**ORGANIZATIONAL CHART OF PLANNING, COORDINATION AND DESIGN SECTION**



## 2. RESPONSIBILITIES OF PLANNING, COORDINATION & DESIGN GROUP:

### 2.1 DCSEM Project Works under Capital Budget:

a) APEX Coordinator / CE for the work is identified by the Director.

b) DPR for the proposed work is prepared by concerned APEX coordinator / CE.

c) Obtaining In-Principle Approval of Project Appraisal Committee (PAC) / AEC

d) On approval of financial sanction from DAE, project is initiated.

e) Number of packages / detailed planning of activities are decided by Director in consultation with concerned CEs.

f) Project is assigned to planning & design group by the Director for detailed engineering and further action.

### 2.2 Major works of DAE and other DAE Units:

#### 2.2.1 Work assigned by Secretary, DAE and other constituent units of DAE 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) Project is assigned to planning and design group by the Director for detailed engineering and further action.

d) No. of packages / detailed planning of activities are decided by Director in consultation with concerned CEs.

#### 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) Project is assigned to planning and design group by the Director for detailed engineering.

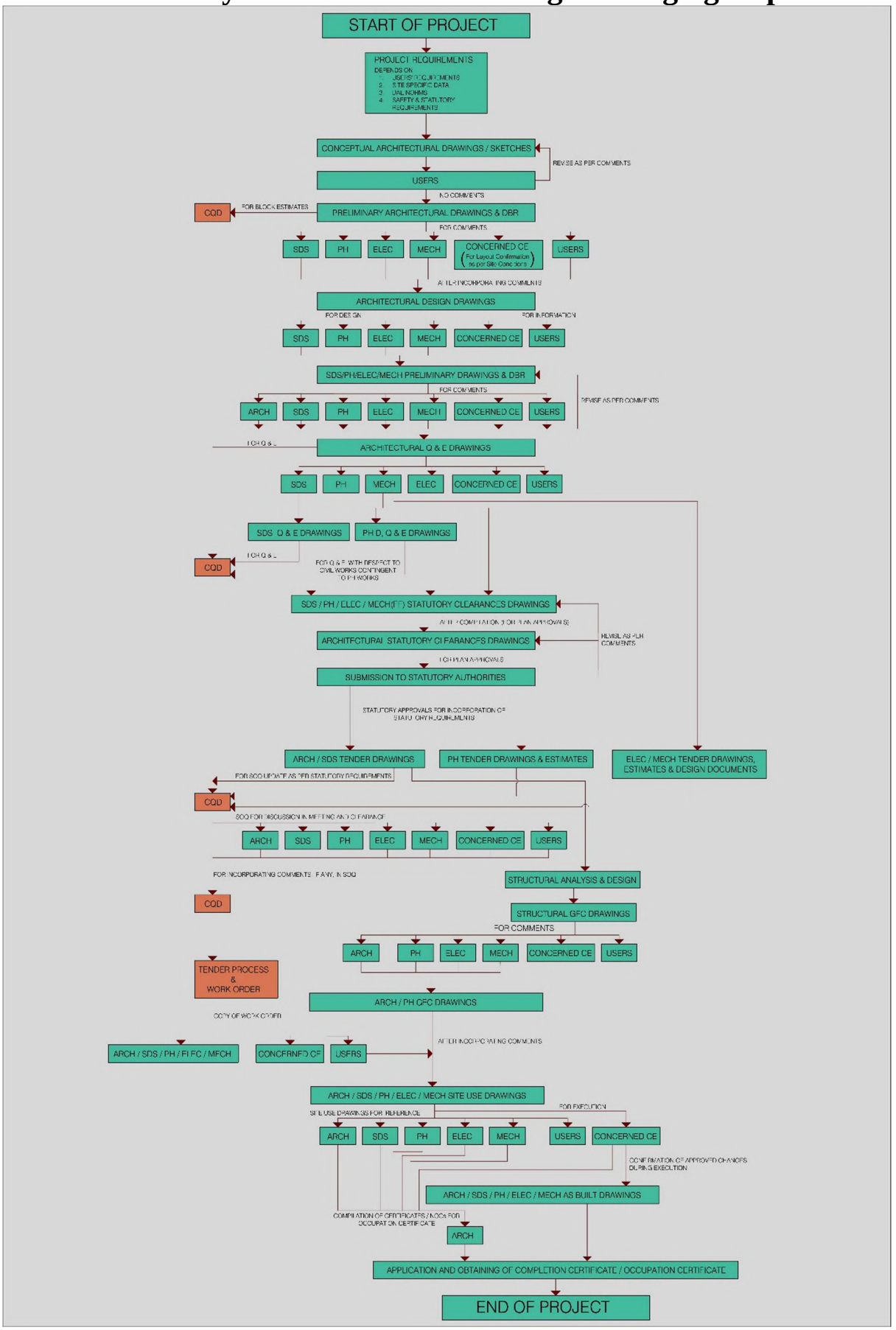
e) No. of packages / detailed planning of activities are decided by Director in consultation with concerned CEs.

## 3. Group Activities:

Planning, Coordination & Design group is involved in Planning, Coordination and Design of Architectural, Structural, Public Health, Electrical, IT 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 project 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 Electrical, IT & Mechanical works.
j) Providing technical support to construction group during progress of work.
k) Providing support to maintenance group in up-keeping of old structures / services.
l) Developing innovative approach in design for techno-economic benefit, sustainability and durability.
m) Augmentation of group efficiency through impart of training to individual officer / staff and by introduction of new software / Technology.
n) Other peripheral works as instructed by Director.

# Activity Flow Chart of Planning & Design group:



## 4. RESPONSIBILITY OF CHIEF ENGINEER / HEAD (PCD):

### 4.1 Coordination:

On assignment of project to PCD group, micro level planning of various activities listed under **Sr. no.3** above, is done by CE / Head (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 in consultation with CE (CQD) / Concerned CE of the project 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 in consultation with CE(CQD)/ Concerned CE of the project.
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 Planning & Design:

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) 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.
k) Review of conceptual drawings & DBR prepared by various sections prior to circulation to user & concerned CE for further comment.
l) Other miscellaneous works assigned by Director, DCSEM.

## 5.0 MAJOR ACTIVITIES OF INDIVIDUAL SECTIONS OF PCD:

## 5.1 ARCHITECTURAL SECTION

The Architectural section consist of Head-Architect, Project Architects, Architect In charge (Liasoning work), Scientific Assistants (Architect) & Senior Technician.

### 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. as per approved standard operating procedure (SOP).
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) Handling of Architectural consultancy contracts.
e) Preparation of infrastructure development drawings in coordination with maintenance group
f) Works related to statutory clearances from various local authorities for the project.

## 5.1.2 Activities of Architectural section are as follows:

### 5.1.2.1 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.

### 5.1.2.2 Scope of Work

Following is the scope of work in Architectural Section:

#### 5.1.2.2.1 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.

#### 5.1.2.2.2 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.

#### 5.1.2.2.3 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) Clearances from any other authorities, if required
g) 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.

**5.1.2.2.4 DQE Drawings and Tender Drawings**

a) Preparation of Drawings along with Schedule of Finishes for purpose of Design, Quantities & Estimation and Tendering actions as per approved standard operating procedure (SOP).
b) Issue of Tender drawings.

**5.1.2.2.5 Site-use 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 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.

#### 5.1.2.2.6 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.

#### 5.1.2.2.7 Handling of Consultancy contracts

- Scrutinizing, preparing the bills of Architectural Consultants for payment in time in consultation with CE/Head (PCD) & concerned CE of the project.
- Ensuring compliance of Consultancy contract by the Architectural consultant.

### 5.1.2.3 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 and to ensure the items, materials, specifications in BOQ prepared by Quantity section as per tender drawing and to coordinate with Structural Engineers, Public Health Engineers & E&M section as and when needed to resolve various issues of design.
e) To oversee the day to day administrative activities of the Architectural section, correspondences / e-mails of Architectural section.
f) Periodical monitoring the progress of activities of section for various projects with respect to targets set.
g) 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) in coordination with Architect Incharge (Liasoning work)
h) Attending coordination meetings related to assigned projects.

i) Site visits at regular intervals to inspect and to check, if architectural requirements in construction are complied.

### 5.1.2.4 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 basis report, Architectural drawings with complete detailing and issue of drawings as per stages listed under 5.1.2.2.
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.

### 5.1.2.5 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 Architectural drawings with complete detailing and issue of drawings for stages listed under 5.1.2.2.
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.

### 5.1.2.6 Role of Architect In-charge (Liasoning work):

1) Coordination with concerned Architect/Design Engineers/ Site Engineers for obtaining drawings/documents for submission of proposal for statutory clearances such as
   - Building Plan Approval
   - Chief Fire Officer clearance (in co-ordination with E&M Section)
   - Tree Authority clearance (in co-ordination with H&CMS)
   - Airports Authority of India clearance
   - Naval Armament Depot clearance
   - Clearances from any other authorities if required
   - Obtaining Occupation certificate
2) 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) in coordination with concerned Architect.
3) 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).

### 5.1.2.7 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.

### 5.1.2.8 Design Aids

1) **Auto CADD -** Autodesk Computer Aided Design and Drafting software application for design and preparation of architectural drawings.
2) **Power Point -** Microsoft presentation software application for preparation of presentations.
3) AutoDCR – Automation to Development Control Rules

### 5.1.2.9 List 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 and Technicians.

Technicians, Draftsmen and Scientific Assistants report to Design Engineers for work/project related activities, Design Engineers report to Head SDS and Head SDS reports to Chief Engineer / Head (PCD).

### 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) Modelling 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 Site-use 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 Site-use drawings to concerned Chief Engineer, Architect, PH and E&M for comments.
j) Finalization of Site-use drawings based on comments received from various sections.
k) Issue of approved Site use structural drawings to EIC of work through 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.

** Note: Above mentioned sequence of major activities may change as per the Project, User / Client requirement and time line of project, etc.

### 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 of CE / Head (PCD) 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 Competent Authority.

### 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 Site-use drawings (after finalization of design and issue within PCD and to concerned CE) for comments.
h) Issue of approved Site use drawings to EIC of project through concerned CE for execution and users/PCD Sections for reference.
i) Revision in design and drawings due to site requirements / constraints and user's 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.
d) BRICSCAD – Bricsys Computer Aided Design

### 5.2.7 List of Standards and Codes referred by SDS

SDS carries out Structural analysis & design as per relevant IS codes along with following IRC/AERB codes: -

| Sr. No. | Code / standards / special publications | Title |
|---|---|---|
| 1. | IRC 6 | Standard Specifications and Code of Practice for Road Bridges<br>Section II: Loads and Load Combinations |
| 2. | IRC 21 | Standard Specifications and Code of Practice for Road Bridges<br>Section III: Cement Concrete (Plain & Reinforced) |
| 3. | IRC 78 | Standard Specifications and Code of Practice for Road Bridges: Foundations & Substructure<br>Part 1: General Features and Working Stress Design<br>Part 2: Code of Practice for Limit State Design of Foundations |
| 4. | AERB/*SS*/CSE-1 | Design of concrete structures important to safety of. Nuclear facilities |
| 5. | AERB/SS/CSE-2 | Design, fabrication and erection of steel structures important to safety of nuclear structures. |
| 6. | AERB/SG/IS-5 | Safety Requirement on Accelerator |
| 7. | ASCE 4 | Seismic Analysis of Safety-related nuclear structures |
| 8. | IAEA-TECDOC-1347 | Consideration of external events in the design of nuclear facilities other than nuclear power plants, with emphasis on earthquakes |
| 9 | AERB/NF/SS/CSE | Civil Engineering Structures important to safety of Nuclear Facilities |

## 5.3 PH (Design) Section

### 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 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. **Internal PH:**

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 & its levels, indicating the capacity & compartment arrangements of Overhead tanks, etc.,) based on Architectural preliminary drawing
b) Preparation & Issue of drawings for statutory clearances drawings (As per statutory body's requirements).
c) Preparation & Issue of Tender drawings (after detailed design).

d) Preparation & Issue of Detailed Estimate
e) Preparation & Issue of site use drawings (to CE's site office / users / PCD sections for final comments).
f) Issue of approved site use drawings (to CE's site office / users / PCD sections after incorporating all requirements as per statutory clearances requirements, etc.) for execution.
g) Review of shop drawing submitted by the contractors including review of its design if required.
h) Revision of designs and drawings due to any site requirements.

B. **External PH:**

a) Preparation & Issue of Conceptual PH drawings (for issue in PCD for comments after Architectural site development drawings.
b) Preparation & Issue of Preliminary drawings (for comments from Designers and concerned CE/site office).
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 site use drawings (to CE's site office / users / PCD sections for final comments).
f) Issue of Site use drawings (to CE's site office / users / PCD sections after incorporating all requirements as per statutory clearances requirements, etc.) for execution.
g) Review of shop drawing submitted by the contractors including review of its design if required.
h) 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 in consultation with CE/Head(PCD) and concerned CE
e) Selection of sanitary and PH fittings for the project in consultation with CE/Head (PCD) and concerned CE.

### 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 PH 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

PH (Design) section carries out design as per relevant IS codes along with following Manuals / IRC codes: -

| Sl. No | IS Code / Manual | Title |
|---|---|---|
| 1 | Manual | Manual on water supply & treatment published by Central Public Health and Environmental Engineering organization (CPHEEO), Ministry of Urban development, Govt. of India |
| 2 | Manual | Manual on Sewerage & sewage treatment published by Central Public Health and Environmental Engineering organization (CPHEEO), Ministry of Urban development, Govt of India |
| 3 | IRC–SP 50 | Guidelines on urban drainage |
| 4 | CPWD Manual | Rainwater harvesting and conservation |
| 5 | IRC SP 42 | Guidelines on Road Drainage |

## 6.0 Electrical, IT and Mechanical Design

Electrical, IT & Mechanical Design activities are undertaken under overall control of Head, Electrical & Mechanical Project Division (EMPD) along with common E&M design drawing office.

Electrical & Mechanical Design Engineers report to Head, EMPD.

Head, EMPD shall report to Chief Engineer (ESG).

## 6.1 Nature of Work: -

Electrical, IT & Mechanical Design undertaken for planning & design of electrical, IT, mechanical services for various offices, Laboratories, Hospitals, safety related structures, residential, industrial & utility buildings.

**6.1.1** The **Electrical & IT Design** activities 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.
m) CCTV & Access Control system
n) Statutory clearances like lift license, CEA clearance, PESO

**6.1.2** The **Mechanical Design** activities 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) Other mechanical works as required.

## 6.2 Electrical, IT & Mechanical Design activities: -

a) Preliminary planning of Electrical, IT & Mechanical 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 Electrical, IT & Mechanical 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 Centralized 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.

p) Annual subscription of BIS standards for beneficial use in Unit.

## 6.3 Design Tools: -

The software tools used in Electrical & Mechanical Design are as follows: -

1) AUTO CAD – 2016
2) DIALUX – for Lighting Design.
3) BRICSCAD – Bricsys Computer Aided Design

## 6.4 Responsibilities of Electrical & Mechanical Design Engineers, Project Engineer (E), Head, EMPD:

**6.4.1Electrical & Mechanical Design Engineer: -** Electrical & Mechanical designers shall be responsible for**:** -

a) Monthly planning of job assigned to complete the same and to meet the set target.

b) Obtain users requirement for the services of the project.

c) Review of architectural drawing (conceptual) and preliminary planning of (E&M) services required for the project.

d) 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.

e) Modifications of DBR, if any required, after obtaining comments from users, architectural, structural, PH and other sections.

f) Facilitates to send DBR and drawing to project architect for obtaining statutory approval from local authority as required.

g) Preparations of final DBR taking into consideration of requirement of statutory authority and any further comments received from various sections.

h) Preparations of detailed drawings for the required project to be sent to other sections for comments.

i) Preparation of final drawings, specifications, SOQ, estimate, drawings for tender purpose.

j) Preparation of clarifications for pre bid queries related to E&M works.

k) Inspection and testing of equipment at manufacturers works as and when required.
l) Evaluation of agencies as required by quantity section.
m) Maintaining proper records of all design documents, correspondence, user's comments, approvals, if any, including from statutory authority.
n) Offering comments on working drawings as required/requested by EIC.
o) Design review of documents submitted by consultants & provide feedback / corrections for finalization of documents.

### 6.4.2 Project Engineer (Electrical): -

Project Engineer (E) 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 required for clarification / modification due to site conditions / constraints.
h) To coordinate & regulate the work of Electrical & Mechanical design drawing office.
i) Other miscellaneous works / responsibilities assigned by competent authority.

### 6.4.3 Head, Electrical & Mechanical Project Division: -

Head, EMPD shall report to Chief Engineer (ESG) and shall be responsible for: -

a) Planning of the work for Electrical & Mechanical Design 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 siting of service block, receipt of power supply, water supply, safety requirement etc. w.r.t Electrical & Mechanical 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 / Head (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 Electrical & Mechanical works.
k) Review & Updating makes of materials
l) Other miscellaneous works assigned by Chief Engineer (ESG) & Director, DCSEM.

# CENTRALIZED QUANTITY DIVISION (CQD)

# CENTRALIZED QUANTITY DIVISION

## 1. INTRODUCTION

**Centralized Quantity Division (CQD)** is a multi-disciplinary division of DCSEM, which remains involved in every project from preliminary estimate for project planning to its completion stage. CQD is responsible for preparing project's estimates / scrutiny of estimates, inviting tenders, evaluating bidders, scrutinizing bidder's offers, issuing work orders and all post tender activities related to variations, deviations etc. in work order quantities, processing extra/ substituted / deviated items, proposal of extension of time, final variation, exercising technical checks etc. as per DAE works procedures & CPWD works manual for all Capital projects, minor works, deposit works, maintenance works related to Civil, PH, Electrical, Mechanical Engineering & Information Technology.

## 2. FUNCTIONS OF CENTRALIZED QUANTITY DIVISION

- Preparation of preliminary Estimate (Block Estimate) of projects
- Finalizing and submission of proposal of Plan Projects to DAE to obtain financial sanction.
- Preparation of detailed estimates for capital projects.
- Scrutiny of estimate submitted by other sections.
- Obtaining administrative approval to take up the works.
- Consolidation of BOQ, estimate, specification, makes of materials etc. and preparation of tender documents.
- Issue of technical Sanction.
- Taking tendering action for all works of DCSEM including Capital projects, maintenance & deposit works etc.
- Carrying out tendering process action for NIT, its publication, pre-bid clarification, opening of bids, processing tender, proposal for Tender Committee, preparation of CST.
- Finalisation proposal and obtaining approval for award of work.
- Providing clarification to DAE.
- Issue of LOI/ work order as per DAE work procedure.
- Finalisation of Agreement documents

- 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 for works related matter.
- Initiation of revision of DAE work procedure
- Clarification of audit query
- Maintaining Registers related to works, TS, Tender etc.
- Monitoring expenditure of works, progress of works.
- Coordinating budget related matters with accounts and construction group.
- Submission of proposal to DAE with regards to revision of cost / time extension of projects.
- Submission of project closure reports to DAE in coordination of Apex Project Coordinator.

## 3. SECTIONS OF CENTRALIZED QUANTITY DIVISION (CQD)

CQD consist of following sections:

**Quantity Section – A:** This section is responsible mainly for works under Capital projects of the department & deposit works for civil and other development works.

**Quantity Section – B:** This Section is responsible for works under Capital / Revenue projects related to civil maintenance works, Horticulture and cosmetic maintenance etc.

**Quantity Section – C:** This Section is responsible for works under Capital / Revenue projects related to Electrical, Mechanical & IT works of the department & deposit works.

**GeM Cell:** This Section is responsible for Procurement of Goods & Services through GeM portal.

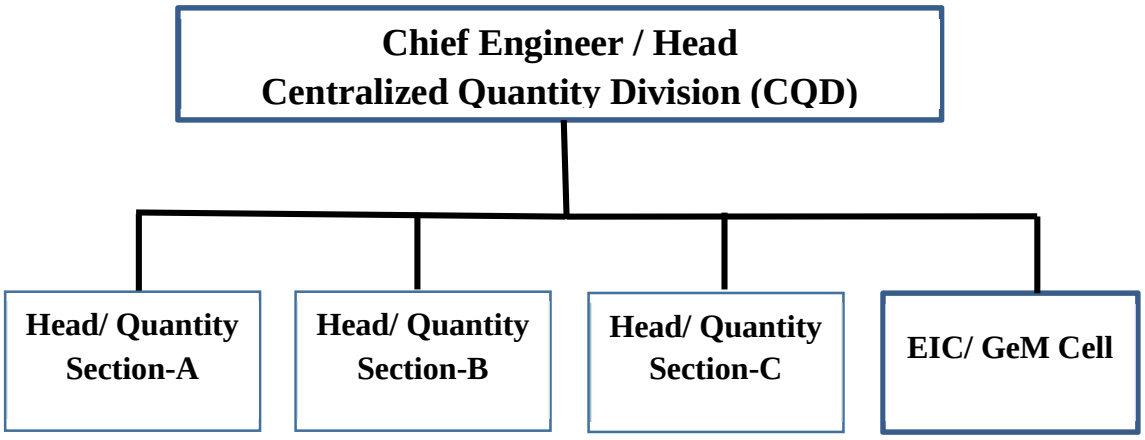
## 4. AUTHORIZATION

Authorization for processing of tenders / works is delegated as per following or as directed by CE/ Head (CQD) time to time:

- 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/F & 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 & CE / Head (CQD).

## 5. ORGANIZATIONAL STRUCTURE




## 6. ACTIVITIES

The activities of CQD are detailed in following three sections:

Section-I: Pre-Tender Activities

Section-II: Post-Tender Activities

Section-III: Miscellaneous Activities

## SECTION - I : PRE-TENDER ACTIVITIES

### Project Approval / Expenditure Sanction / Administrative Approval

### Pre-requisites for execution of works:

(1) There are four main stages as follows to take up 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 allocation 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 / collecting from Architect Section.
ii) Calculation of Cost Index
iii) Block Estimate based on Plinth area rate of CPWD

Block Estimate is prepared along with Detailed Project report etc. for obtaining Administrative approval & Financial sanction for the project.

Flow chart:

In principal approval by PAC -→ Approval of DAE/AEC

## Administrative approval & Financial Sanction

Administrative approval & 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 with concurrence of Director/ HOD.

## Detailed Estimate

### 1. Plan Project

Receipt of DQE (Design, Quantity Estimation) drawings from different sections;

- Architectural
- Structural

- PH (Public Health)
- Electrical
- Mechanical

Detailed estimate to be prepared based on:

i) Detailed measurement from drawing

ii) Finalisation of Schedule of Quantities (SOQ).

iii) Current SOR of Department

iv) Current Market Rate for non-schedule item

v) Estimate 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. Maintenance works

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

The scrutinized estimates are forwarded to CE/ Head CQD through concerned Chief Engineer, for obtaining administrative approvals from Director and 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 e-tender should be called for all works.

**1) Estimate Amount upto Rs. 5.00 Lakh**

Tenders are generally invited in single bid tender.

**2) Estimate Amount more than Rs. 5.00 Lakh**

Public Tenders are invited in single / two bid tender.

**3) Estimate Amount upto Rs. 5.00 Crore**

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

**4) Estimate Amount more than Rs. 5.00 Crore Up to Rs. 30.00 Crore**

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

**5) Estimate Amount more than Rs. 30.00 Crore**

Tender shall be issued only to agencies pre-qualified. Tender shall be called essentially in 2 bids / 3 bids system.

Manual Tendering

In exceptional cases with recorded reasons when manual tendering is resorted to due to work requirement instead of e-tendering platform, approval of HOD shall be taken.

## Types of tenders

## Item rate tender

All the tenders invited in DCSEM are item rate tender. Contractor has to quote the rate item wise unless or otherwise as required.

## 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.

Approval of Head of Department (HOD) shall be required to award of work in respect of maintenance, upkeep and repairs through OEM (ref. Exercise of Financial Powers (DAE) Rules, (EFPR) 2025).

## 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 Tender document:

Tender in general consist of followings:

i) NIT
ii) Technical Bid
iii) Financial Bid / SOQ
iv) Condition of Contract
v) Drawing
vi) Work Progress Schedule
vii) Other specification etc.

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

## 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:

a) Banker's cheque of a Commercial bank

b) Account Payee Demand draft of a Commercial bank,

c) Fixed deposit receipt (FDR) of a Commercial bank,

d) Insurance Surety Bonds

e) Bank Guarantee, including e-Bank Guarantee (for balance amount as prescribed) from a Commercial Bank

A part of earnest money is acceptable in the form of bank guarantee also. In such case 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 (including e-Bank Guarantee) issued by a Commercial bank having validity for six months or more from the date of submission of the tender and shall be scanned and uploaded by the intending bidders to the e-tendering website within the period of bid submission. The original EMD should be deposited to the Officers mention in the tender within the period mention in NIT. But the bid can only be submitted after deposition of EMD in favour of Pay and Accounts Officer in the form prescribed in NIT and uploading the mandatory scanned document such as Insurance Surety Bonds, Account Payee Demand Draft or Bankers Cheque or Fixed Deposit Receipt or/ and bank Guarantee, including e-Bank Guarantee (for balance amount as prescribed) from any of the Commercial Bank as mentioned in NIT.

It should be ensured that the FDR is pledged in favour of the Pay & Accounts Officer, DCSEM, Mumbai.

The tender and the earnest money in acceptable form shall be placed in separate sealed covers marked "Tender" and "Earnest Money" respectively.

Both the envelopes shall then be put in another sealed cover for submission. In cases where earnest money in cash is acceptable, the same shall be deposited with the cashier of the Accounts Section and the receipt placed in the envelope meant for earnest money.

## Refund of Earnest Money:

1) The earnest money given by all the tenderers except the lowest tenderer is refunded immediately after expiry of stipulated bid validity period or immediately after acceptance of the successful bidder, whichever is earlier. However, in case of two/ three bid system, earnest money deposit of bidders unsuccessful during technical bid evaluation etc. should be returned within 30 days of declaration of result of technical bid evaluation.

2) Earnest money shall be refunded on receipt of Performance Guarantee submitted on LOI/ Award of work.

## 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. The forfeiture of earnest money shall be done as per the General Condition of Contract.

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 prescribed in Para (1) and (2) above, the bidder shall not be allowed to participate in the re-tendering 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 100% 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

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

→ 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 and to be approved by NIT approving authority.

## Performance Guarantee

The successful tenderer, hereafter referred to as the contractor, shall deposit an amount equal to 5% of the Estimated cost put to tender (ECPT) or tendered value of the work, whichever is higher, as performance guarantee in one of the forms as mentioned in detail NIT.

Additional Performance Guarantee (APG):

Abnormally Low Bid: A bid will be treated as abnormally low if the tendered amount is less than 80% of the Estimated Cost Put to Tender (ECPT). In case of abnormally low bid as defined above, the bidder shall be required to submit Additional Performance Guarantee (APG) in addition to the Standard Performance Guarantee (PG). The amount of Additional Performance Guarantee (APG) shall be equal to the difference between the 80%

amount of ECPT and tendered amount. (e.g. if ECPT is A and tendered amount is 0.7A then the amount of APG shall be 0.8A-0.7A).

The other terms and conditions of Additional Performance Guarantee (APG) shall be same as that of Performance Guarantee (PG).

## Time limit for submission of PG including APG

The time allowed for submission of the performance guarantee including Additional Performance Guarantee (APG) by the contractor shall be within 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 up 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

Security deposit at the rate of 5% of the gross amount of each running bill as well as final bill shall be deducted till the sum amount to security deposit of 2.5% of the tendered value of the work. This is in addition to the performance guarantee that the contractor is required to deposit as above.

## 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 insisted to call tender through e-tendering system. The tenders to be published on Central Public Procurement Portal of Government of India (E-tendering portal) & department's website for wide publicity.

## Sale of Tenders:

Time limit for Sale of E-tender/Manual Tenders: -

The following time limits between the date of uploading of tender on website and date of receipt of the tenders are desirable:

- **7 days** in the case of works with estimated cost put to tender **up to** Rs.5 cr.
- **14 days** in the case of works with estimated cost put to tender **more than** Rs.5 cr. (for single bid system)
- 21 Days for tenders in two/three bid system subject to the condition that minimum 14 days should be given for submission of bid after the issue of clarifications/ modifications consequent to the pre bid meeting.
- The time limits mentioned above are exclusive of date of publication but inclusive of last date of receipt of tender.

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

If the bank is closed on the last date of submission of tenders, the date shall be postponed suitably to next working day.

## Charges for Tender Documents (if required)

The following will be the 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 lakh & Rs. 50.00 lakh: Rs.500.00
- Work costing between Rs.50.00 lakh & Rs. 2.00 Crore: 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
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 executed in last 7 years ending previous day of tender submission date
- List of works in Hand
- List of Construction Plants and Machinery
- List of Technical Staff
- Work Experience Performance certificates
- PAN Registration
- GST 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.

- BOCW Welfare Board 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 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. Minimum 14 days should be given for submission of bid after the issue of clarifications/ modifications consequent to the pre bid meeting.

Pre-bid conference shall be held at the Office of Chief Engineer / 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 / CE(CQD) / Head CQD. 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.

## Processing of Technical Bid

On opening of technical bid all bidders to be evaluated based on NIT criteria. Evaluation Committee is constituted, if required, for scrutiny and evaluation of bidders credentials and scrutiny of their technical submittals.

## 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/department, 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 following NIT criteria mentioned in the tender.

## 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.

(A) Works Contract: -

(i) For Open Tender costing more than Rs.20.00 Crores, for Limited Tender costing more than Rs.10.00 Crores and for Single / Nominated / Negotiated Tender costing more than Rs.4.00 Crore "Note to Tender Committee" is put up to DAE Tender committee for recommendation, for capital / plan / Minor work. After Tender committee's recommendation/on receipt of MOM, the same is put up to Director DCSEM for Approval.

(ii) For Open Tender costing more than Rs.10.00 Crores and up to Rs.20.00 Crore, for Limited Tender costing more than Rs.5.00 Crore and up to Rs.10.00 Crore and for Single/ Nominated / Negotiated Tender costing more than Rs.2.00 Crore and up to Rs.4.00 Crore, "Note to Tender Committee" is put up to DCSEM Tender committee for recommendation, for capital / plan / Minor work. After Tender committee's recommendation/On receipt of MOM, the same is put up to Director DCSEM for Approval.

(iii) For Open Tender costing more than Rs.5.00 Crores and up to Rs.10.00 Crores, for Limited Tenders costing more than Rs.2.00 Crores and up to Rs.5.00 Crores, for Single Tender costing more than Rs.1.00 Crore and up to Rs.2.00 Crore and for Nominated / Negotiated Tender more than Rs.50.00 Lakhs and up to Rs.2.00 Crore, "Proposal to open Financial Bid" is put up to concerned Chief Engineer for approval with concurrence of JC(F&A) and recommendation of Construction Works Committee / Maintenance Works Committee, for capital / plan / Minor work.

(iv) For Open Tender costing up to Rs.5.00 Crores, for Limited Tenders costing more up to Rs.2.00 Crores, for Single Tender costing up to Rs.1.00 Crore and for Nominated / Negotiated Tender costing up to Rs.50.00 Lakhs "Proposal to open Financial Bid" is put up to Competent Authority for approval with concurrence of JC(F&A) / Finance, for capital / plan / Minor work.

(B) Contracts for Stores / Equipment's: -

i) For Open Tender costing more than Rs.12.00 Crores, for Limited Tender costing more than Rs.09.00 Crores and for Single / Nominated / Negotiated Tender costing more than Rs.4.00 Crore "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 Open costing more than Rs.08.00 Crores and up to Rs.12.00 Crore, for Limited Tender costing more than Rs.6.00 Crore and up to Rs.09.00 Crore and for Single/ Nominated / Negotiated Tender costing more than Rs.2.00 Crore and up to Rs.4.00 Crore, "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 Open Tender costing up to Rs.08.00 Crores, for Limited Tenders costing up to Rs.6.00 Crores and for Single/Nominated/Negotiated Tender costing up to Rs.2.00 Crore, "Proposal to open Financial Bid" is put up to concerned Chief Engineer for approval with concurrence of JC(F&A) and recommendation of Purchase Committee.

(C) Contracts for Services: -

i) For Open Tender costing up to Rs.4.00 Crores, for Limited Tender costing up to Rs.2.00 Crores and for Single / Nominated / Negotiated Tender costing up to Rs.50.00 Lakhs "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 Open costing up to Rs.2.00 Crores, for Limited Tender costing up to Rs.75.00 Lakhs and for Single/ Nominated / Negotiated Tender costing up to Rs.25.00 Lakhs, "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 Open Tender costing up to Rs.1.00 Crores, for Limited Tenders costing up to Rs.50.00 Lakhs and for Single/Nominated/Negotiated Tender costing up to Rs.20.00 Lakhs, "Proposal to open Financial Bid" is put up to concerned Chief Engineer for approval with concurrence of JC(F&A) and recommendation of Stores and Equipment Committee.

On Approval of competent authority, 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 Accounts and 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.

Submitted EMDs to be forwarded to Accounts for safe custody.

**Constitution of Construction / Maintenance Works Committee (OM No. DIR/DCSEM/213(D)/96 dt. 19.09.2025)**

(I) For Construction Works –

- (i) Chief Engineer (Civil Constriction Group)
- (ii) Head, PCD
- (iii) Head, ESD-II
- (iv) Head, QS-A
- (v) DCA / SAO

(II) For Maintenance Works –

- (i) Chief Engineer (ESG)
- (ii) Sr. Supdt. (PHES) – for Civil Works
- (iii) Shri D.K.Bajpai – for other works
- (iv) Head, QS-C
- (v) DCA / SAO

**Constitution of Purchase Committee (Office Order No. 20/2026 issued vide no. DCSEM/DIR/PC/37 dt. 30. 04.2026)**

1. Chief Engineer (ESG)
2. Chief Project Engineer (P)
3. Director (P&A)/ Chief Administrative Officer
4. DCA / PAO
5. EIC (GeM Cell)

**Constitution of Stores and Equipments Committee (Office Order No. 21/2026 issued vide no. DCSEM/DIR/SEC/38 dt. 30. 04.2026)**

(i) Head (ESD-I)

(ii) Head (EMPD)

(iii) Administrative Officer-III (LVG)

(iv) Sr. Accounts Officer (Works)

(v) EIC (GeM Cell)

## Preparation of comparative statement

Comparative Statement (CST) is downloaded / prepared and forwarded to Account for their verification and approval of competent authority after verification of CST.

EMDs of unsuccessful bidders except L1 bidder to be released / returned by Accounts on intimation from CQD.

## 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.

(A) Works Contract:-

i) For Open Tender costing more than Rs.20.00 Crores, for Limited Tender costing more than Rs.10.00 Crores and for Single / Nominated / Negotiated Tender costing more than Rs.4.00 Crore "Note to Tender Committee" is put up to DAE Tender committee for recommendation, for capital / plan / Minor work. After Tender committee's recommendation/on receipt of MOM, the same is put up to Director DCSEM for Approval.

ii) For Open Tender costing more than Rs.10.00 Crores and up to Rs.20.00 Crore, for Limited Tender costing more than Rs.5.00 Crore and up to Rs.10.00 Crore and for Single/ Nominated / Negotiated Tender costing more than Rs.2.00 Crore and up to Rs.4.00 Crore, "Note to Tender Committee" is put up to DCSEM Tender committee for recommendation, for capital / plan / Minor work. After Tender committee's recommendation/On receipt of MOM, the same is put up to Director DCSEM for Approval.

iii) For Open Tender costing more than Rs.5.00 Crores and up to Rs.10.00 Crores, for Limited Tenders costing more than Rs.20.00 Crores and up to Rs.5.00 Crores, for Single Tender costing more than Rs.1.00 Crore and up to Rs.2.00 Crore and for Nominated / Negotiated Tender more than Rs.50.00 Lakhs and up to Rs.2.00 Crore, "Proposal to open Financial Bid" is put up to concerned Chief Engineer for approval with concurrence of JC(F&A) and

recommendation of Construction Works Committee / Maintenance Works Committee, for capital / plan / Minor work.

iv) For Open Tender costing up to Rs.5.00 Crores, for Limited Tenders costing more up to Rs.2.00 Crores, for Single Tender costing up to Rs.1.00 Crore and for Nominated / Negotiated Tender costing up to Rs.50.00 Lakhs "Proposal to open Financial Bid" is put up to Competent Authority for approval with concurrence of JC(F&A) / Finance, for capital / plan / Minor work.

(B) Contracts for Stores / Equipment's: -

i) For Open Tender costing more than Rs.12.00 Crores, for Limited Tender costing more than Rs.9.00 Crores and for Single / Nominated / Negotiated Tender costing more than Rs.4.00 Crore "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 Open costing more than Rs.8.00 Crores and up to Rs.12.00 Crore, for Limited Tender costing more than Rs.6.00 Crore and up to Rs.9.00 Crore and for Single/ Nominated / Negotiated Tender costing more than Rs.2.00 Crore and up to Rs.4.00 Crore, "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 Open Tender costing up to Rs.8.00 Crores, for Limited Tenders costing up to Rs.6.00 Crores and for Single/Nominated/Negotiated Tender costing up to Rs.2.00 Crore, "Proposal to open Financial Bid" is put up to concerned Chief Engineer for approval with concurrence of JC(F&A) and recommendation of Purchase Committee.

(C) Contracts for Services:-

i) For Open Tender costing up to Rs.4.00 Crores, for Limited Tender costing up to Rs.2.00 Crores and for Single / Nominated / Negotiated Tender costing up to Rs.50.00 Lakhs "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 Open costing up to Rs.2.00 Crores, for Limited Tender costing up to Rs.75.00 Lakhs and for Single/ Nominated / Negotiated Tender costing up to Rs.25.00 Lakhs, "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 Open Tender costing up to Rs.01.00 Crores, for Limited Tenders costing up to Rs.50.00 Lakhs and for Single/Nominated/Negotiated Tender costing up to Rs.20.00 Lakhs, "Proposal to open Financial Bid" is put up to concerned Chief Engineer for approval with concurrence of JC(F&A) and recommendation of Stores and Equipment Committee.

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.

Wherever required Letter of Intent (LOI) to be issued to L1 bidder to submit the performance guarantee (PG). On receiving PG and verification by accounts, work order to be issued.

## Preparation of Agreement

On receiving approved phased program from E-I-C, draft agreement copy to be prepared in CQD.

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 approval of Detailed Phased Program.

## Agreement shall contain 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."

## Action in case of no response/ unreasonably high rated response to tender:

If no response to tender from the contractors is received or if unreasonably high rates are received following measures may be taken with the approval of the next higher authority

a. Go for limited tender as per procedure, if required, or re-tendering
b. The NIT approving authority may modify the eligibility criteria suitably.

## SECTION – II: 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 Division as per requirement at site for further processing.

The proposals are divided in two parts as follows:

## (I) Proposal during Execution of Works:

### 1) Anticipated variation proposal within deviation limit

This proposal shows anticipated variation of quantities beyond W.O quantities up to deviation limit 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 of Conditions & Clauses of Contract.
Deviation limits are as follows:

- 1) For building work -- 30%
- 2) For foundation work -- 100%
- 3) For maintenance work -- 50% or as per contract

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 (PRC) for acceptance / recommendation.

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.

## (II) Proposal after Execution of Works:

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

**Proposal of Final Variation:**

On completion of work, E-I-C put up final variation statement along with statement showing that position of L1 bidder is unchanged on work completion and final bill to Accounts for checking. Accounts to inform concerned E-I-C for necessary action if any compliance / correction is required.

After checking if the proposal found to be in order and requires completion of technical check then Accounts to forward submitted documents (final variation statement, L1 statement & final bill) to CQD along with letter to complete Technical Check.

Proposal of final variation containing following documents duly signed by EIC / concerned authority to be submitted to Accounts:

i) Proposal of Final Variation
ii) WCMS print of Final Variation Statement (Item wise reason in case of variation to be recorded by E-I-C in Final Variation Statement)
iii) List of non-operated Items with item wise reason for non-operation
iv) Final Variation Statement prepared in Excel (in case of manual billing)
v) Cost Abstract
vi) WCMS Statement Showing that position of L1 bidders is unchanged (in case of two or more bidders)
vii) Copies of Final Bill
viii) Document / Approval of penalty / recovery (if any)
ix) Contractor's undertaking for compliance of minimum wages act
x) Duly signed Inspection Certificate, Completion Certificate, Final Bill Certificate, Test Check Certificate & Contractor's Certificate of work completion

**Proposal of Final Extension of Time:**

On completion of work, E-I-C to forward proposal of final Extension of time to CQD along with all supporting documents through concerned Head of Division. CQD to

scrutinize the proposal, forward to accounts for concurrence and approval of competent authority.

Proposal of final extension of time containing following documents and duly signed by EIC / concerned authority to be forwarded to CQD:

i) Proposal of final extension of time for approval with mentioning reason for delay and specific mention of WO No., WO Date, WO amount, name of agency, Stipulated date of commencement, Actual date of commencement, Stipulated date of completion, actual date of completion, time period of completion as per WO, Actual time period taken for work completion & Net delay
ii) Copy of Hindrance register as per format provided in CPWD works manual
iii) Supporting documents for hindrances (if applicable)
iv) List of Inventory handed over / installed
v) Contractors letter regarding Final Extension of Time duly endorsed by E-I-C
vi) Copies of provisional extension of time issued to agency
vii) Copies of NOCs applicable as per tender (or) reason for non-submission
viii) Copy of Actual Progress Bar Chart & Planned Progress Bar Chart duly signed by E-I-C
ix) Calculation sheet for amount proposed for penalty / L.D. / Compensation for delay as per tender (if applicable)

## Technical Check proposal contains:

- Cement consumption statement
- Reinforcement consumption statement
- Other materials consumptions
- Anti-Termite bond
- Waterproofing bond
- Hindrance register
- Completion certificate
- Inspection certificate
- Final Bill Certificate
- Contractor’s Certificate of work completion
- 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.

## SECTION – III: 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
- Updating Condition of Contract
- Arranging revision of DAE work procedure
- Arranging presentation of new materials, manufacturers etc.
- Processing Plan Projects for getting sanction
- Processing Proposal for extension of time etc. of Plan Projects

## 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)
- Scrutiny of estimate submitted by other sections
- Finalization SOQ with combined discussion

- Obtaining administrative approval to take up the work
- Obtaining Technical Sanction
- Preparation of NIT, Tender Documents, sale & receipt of tenders
- Uploading of tender documents
- Preparation of pre-bid clarification
- Opening of Technical Bid
- Preparation of proposal for Evaluation Committee
- Processing of Technical Bids / Evaluation of bidders
- Preparation of Technical CST
- Processing Evaluation Committee Report
- Preparation of Proposals for Opening of Financial Bids
- Opening of Financial Bids
- Preparation of Financial CST
- Preparation of Proposal for Tender Committee
- Sending proposal to DAE for getting approval of Award of Work
- Preparation of Proposals for Award of Work
- Preparation of LOI
- 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
- Maintaining register of CQD
- Any other works assigned by Head (Quantity Section)/ Head (CQD) / CE(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
- Maintaining register of CQD
- Any other works assigned by Head (CQD)/ CE/ Director, etc.

## Responsibilities of Chief Engineer (CQD) / Head (CQD)

Chief Engineer (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
- Updating General Condition of Contract
- 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 any Head QS, CE (CQD) / Head CQD may allocate the work to other Head QS.
- Any other works assigned by Director.

## References

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

- DAE Works Procedure
- Exercise of Financial Powers (DAE) Rules (EFPR), 2025
- General Financial Rules (GFR)
- DPIIT Guidelines (Public Procurement)
- 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 / National Building Constructions Standards
- ASHRAE Manuals & Codes
- The Indian Electricity Rule etc.
- Works instruction of the Department
- Department of Expenditure, Manual for Procurement of Works
- Department of Expenditure, Manual for Procurement of Non-Consultancy Services
- Department of Expenditure, Manual for Procurement of Consultancy Services
- Department of Expenditure, Manual for Procurement of Goods

Note: DAE Work Procedure shall be prevailed upon any dispute.

# CONSTRUCTION GROUP

# CONSTRUCTION GROUP

## 1. INTRODUCTION

Construction group deals with construction of various projects of constituent units of DAE viz. VECC, AMD, BRIT, BARC, GCNEP, LIGO INDIA, AERB and projects of aided institutions of the department viz. AEES, TMC, TIFR, IOP, NISER, SINP, IPR, HBNI, UGC-DAE, CEBS etc. The construction involves Civil, PH, and Electrical, Mechanical, IT including testing, commissioning and handing over for its beneficial use.

Construction group comprises of following sections reporting to Director, DCSEM:

i) Construction Group – Headed by Chief Engineer

ii) Electrical, Mechanical & IT – Headed by Chief Engineer

## 2. Group activities (Civil, Electrical, Mechanical & Information Technology)

Construction group is involved in civil construction, including public health and services works viz. Electrical, Mechanical, IT, 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 basis 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.

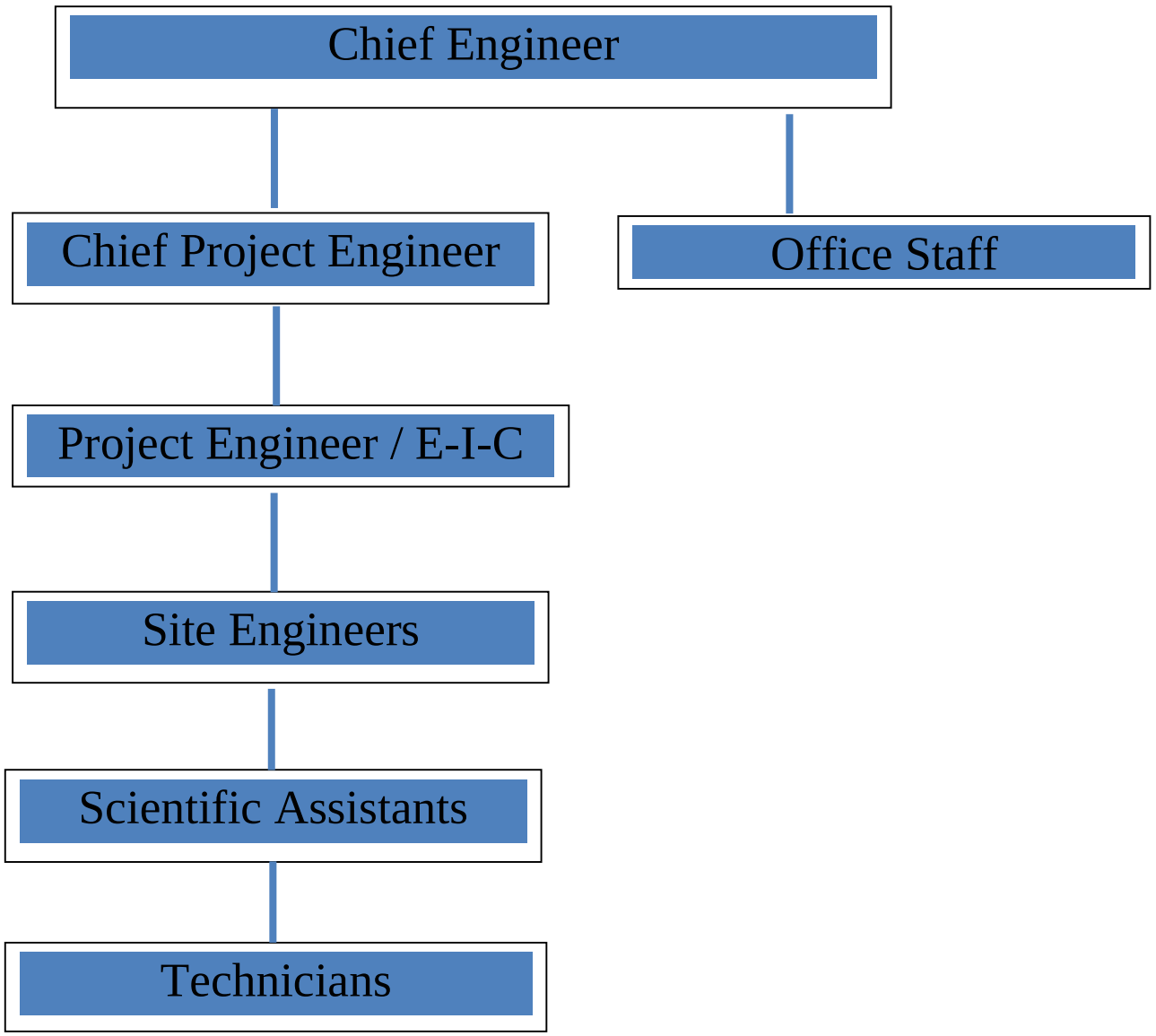
2.7 Co-ordination with Architect, PH Engineers during & after execution for getting statutory approvals.

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/IT/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 E&ITSD 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 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 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 (ESG).

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 to monitor 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.

3.25 Approval of variation statements, Extra /Deviated/substitute item proposals submitted by EIC after arranging scrutiny in CQD &Accounts.

3.26 Inviting tenders and issue of 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/EIC 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, 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.
- Periodical review in specifications of work, inclusion & omission of makes of materials in the preferred makes list in the specifications as per the past experience and feedback from construction site.

## 4.0. 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.

4.7 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

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

4.9 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.

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

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

4.12 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.

4.13 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.

4.14 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;

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

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

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

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

4.19 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.

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

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

4.22 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, periodical check of records, test reports and registers etc.

4.23 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.

4.24 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.

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

4.26 Carrying outtest check measurements as per the provisions of DAE work procedure.

4.27 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.

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

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

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

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

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

4.33 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.

4.34 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.

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

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

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

4.38 Ensuring compliance of safety regulations at Construction site.

4.39 Obtaining monthly progress report from the contractor.

## 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 and supervision 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 drgs. before 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 the register of RA Bill payment 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 up to 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 Preparation of general variation statement; theoretical consumption statements of cement, steel, RMC, paint, lead consumption & RA Bill wise monthly reconciliation of receipt and 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.

5.30 Ensuring the safety regulations as per contract conditions during all stages of progress of work.

5.31 Ensuring the cleanliness and sanitations at construction sites.

5.32 Submission of all site registers, records and test reports etc. to the EIC for periodical check.

5.33 Preparation of monthly progress reports, monthly safety status reports.

## 6. 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 and to 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.

6.19 Preparing the daily labour report, checking the documents required and Co-ordination with contractor for labour entry permit, obtaining the daily progress report from contractor & verifications at site, checking the daily receipt and consumption of various materials at site.

6.20 Ensuring the inward & outward of materials from the premises, preparation of gate pass, getting authorization from EIC and necessary co-ordination with Security.

6.21 Assisting Site Engineers during measurement of work.

## 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 to 5 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.

1. 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.
2. Site Engineers/supervisory staff shall effectively supervise the work.
3. Mandatory /optional tests to be carried out in NABL/approved testing laboratory.
4. Electrical work shall be carried out only, through licenced electrical contractor.
5. Welders Qualification for verification shall be mandatory for welding works.

6. EIC & Supervisory staff must timely communicate quality related issues and demand timely corrective action.
7. 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.
8. 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.
9. Drawings shall be issued with covering letter asking contractor to raise RFI or queries within 2 to 3 weeks of issuance of drawing and not as and when the takes up the work.
10. 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.
11. Innovative construction techniques shall be encouraged.
12. 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.
13. 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.
14. CAR policy by contractors shall be obtained in the beginning of the project.
15. Police verification of the laborers and staff employed by the contractors shall be obtained in case of project is situated within security restricted areas.
16. Safety culture to be followed by t contractor.
17. Periodic walkthrough to be done by EIC & his team.
18. Input / suggestions from maintenance for finishing items to be taken.
19. 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.
20. After completion of the work, EIC shall hand over the work to users/ESD/E&ITSD. 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.

21. Frequent exchange of information between all units of DCSEM to be arranged periodically to aim to facilitate each other works.

22. 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.

## 7. Responsibilities of Project Engineer (Electrical):

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

7.1 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.

7.2 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).

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

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

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

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

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

7.8 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.

7.9 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.

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

7.11 Inviting the comments from Project Engineer (E) on critical electrical equipment's / facility / drawings and forwarding the same to EIC for incorporation in the consolidated comments to be issued to contractor along with approval.

7.12 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.

7.13 Arranging / attending pre dispatch inspections of the equipment's & material at manufacturers' works as and when offered.

7.14 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).

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

7.16. Ensuring installation of electrical equipment's as per approved drawings / layouts, through EIC / Site Engineers.

7.17 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.

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

7.19 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.

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

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

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

7.23 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.

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

7.25 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.

7.26 Ensuring proper planning and scheduling of pre-commissioning testing of all the electrical equipment's by competent testing agency, through EIC.

7.27 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.

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

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

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

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

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

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

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

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

7.36 Handing over of the electrical installations to E&ITSD or Users along with completion drawings and inventories after attending all rectification points.

7.37 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.

## 8. Responsibilities of Engineer In-charge (Electrical):

In general, Engineer-In-Charges (E) are deputed by Chief Engineer (ESG) DCSEM.

8.1 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.

8.2 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.

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

8.4 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.

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

8.6 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.

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

8.8 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.

8.9 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.

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

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

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

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

8.14 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.

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

8.16 Scrutiny of Guaranteed Technical Particulars (GTP), GA drawings, Power & control circuit drawings of all electrical equipment's.

8.17 Forwarding of GTP & Drawings of major electrical equipment's to Project Engineer (E) for his comments for approval

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

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

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

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

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

8.23 Ensuring installation of electrical equipment's as per approved drawings / layouts, through Site Engineers.

8.24 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.

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

8.26 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.

8.27 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.

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

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

8.30 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.

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

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

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

8.34 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.

8.35 Pre-commissioning testing of all the electrical equipment's through competent testing agency.

8.36 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.

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

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

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

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

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

8.42 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.

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

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

8.45 Handing over of the electrical installations to E&ITSD or Users along with completion drawings and inventories after attending all rectification points.

8.46 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.

## 9. Responsibilities of Site Engineer (Electrical):

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

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

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

9.3 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.

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

9.5 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.

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

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

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

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

9.10 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**".

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

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

9.13 Supervision of pre-commissioning testing of all the electrical equipment's through competent testing agency.

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

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

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

9.17 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.

9.18 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.

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

9.20 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.

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

9.22 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.

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

9.24 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.

9.25 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.

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

9.27 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 up to the stipulated limit, before execution of the same.

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

9.29 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.

9.30 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.

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

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

9.33 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.

9.34 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.

## 10. Responsibilities of Technicians (Electrical):

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

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

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

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

10.4 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.

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

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

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

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

10.9 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.

10.10 After commissioning, data logging of various electrical equipment's like transformer, panel, DG set battery to be registered in log book.

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

10.12 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.

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

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

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

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

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

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

## 11. Responsibilities of Engineer In-charge (Mechanical):

In general, Engineer-In-Charges (M) are deputed by Chief Engineer (ESG), DCSEM.

11.1 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.

11.2 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.

11.3 Ensuring all the site use drawings are received from Design (E&M) and necessary follow up with Head MD for the same.

11.4 Approving all site use drawings submitted by contractors in a phased manner & shall maintain drawing issue register & get acknowledgment from the authorized representative of the contractors.

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

11.6 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.

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

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

11.9 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.

11.10 Obtaining copy of Fire / Electrical license from contractors, as applicable.

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

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

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

11.14 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.

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

11.16 Scrutiny of Guaranteed Technical Particulars (GTP), GA drawings of all mechanical equipment's.

11.17 Approval for manufacturing of Mechanical equipment, along with consolidated comments to the contractor for compliance, in consultation with Head MD.

11.18 Attending pre dispatch inspection of the equipment's & material at manufacturers' works as and when deputed by CE (ESG).

11.19 Approval of AC and firefighting layout drawings submitted by the contractor as per specifications.

11.20 Approval of piping route layout drawings and other services drawings like refrigerant pipes etc. in consultation with EIC (Electrical) & EIC (Civil).

11.21 Approval of equipment layout drawings of various Mechanical equipment taking into consideration of other services like Electrical, PH etc.

11.22 Ensuring installation of Mechanical equipment's as per approved drawings / layouts, through Site Engineers.

11.23 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 assurance &quality control” through site Engineers.

11.24 Ensuring observance of the safety rules & regulations as per Indian codes.

11.25 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.

11.26 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.

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

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

11.29 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.

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

11.31 Submission of proposal for extension of time if the work extends beyond stipulated time for approval of CE through Head MD.

11.32 Taking site photographs periodically and send the same to CE & Head (MD).

11.33 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.

11.34 Pre-commissioning testing of all the Mechanical equipment’s.

11.35 Commissioning of Mechanical installations as per specifications and manufacturers recommendations.

11.36 Provide all necessary documents, drawings, manufacturer’s test reports for Submission of Online Application to Local Fire Authorities for uploading to Architect.

11.37 Follow-up with CFO for inspection and obtaining Fire NOC Approval.

11.38 Commissioning of Mechanical installations as per specifications and manufacturers recommendations.

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

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

11.41 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.

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

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

11.44 Handing over of the Mechanical installations to E&ITSD or Users along with completion drawings and inventories after attending all rectification points.

11.45 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 Head (MD)/CE/Competent authority.

## 12. Responsibilities of Site Engineer (Mechanical):

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

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

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

12.3 Studying the Mechanical 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.

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

12.5 Checking of piping 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.

12.6 Checking of piping route layout drawings and other services drawings in consultation with Site Engineer (Civil) & Site Engineer (Elect.).

12.7 Taking joint measurement of cables with contractor as per approved piping route layout drawings.

12.8 Checking of equipment layout drawings of various mechanical equipment taking into consideration of other services like Elect., PH etc.

12.9 Before covering up of the trenches, ensuring of pipe laying in trenches at specified depth.

12.10 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**".

12.11 Ensuring observance of the safety rules & regulations as per Indian codes.

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

12.13 Supervision of pre-commissioning testing of all the mechanical equipment's.

12.14 Preparation of all necessary documents, drawings, manufacturer's test reports and pre-commissioning rest reports for submission of application to local fire authority.

12.15 Assisting EIC in commissioning of mechanical installations.

12.16 Arranging necessary tests on materials, if required as per tender specification.

12.17 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.

12.18 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.

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

12.20 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.

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

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

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

12.24 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.

12.25 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.

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

12.27 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 CE upto the stipulated limit, before execution of the same.

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

12.29 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.

12.30 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

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

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

12.33 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.

12.34 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/Head (MD)/CE/Competent authority.

## 13. Responsibilities of Technicians (Mechanical):

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

13.1 Assisting Site Engineers in marking pipe layout, cable route layout, equipment layout etc.

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

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

13.4 Before covering up of the trenches, ensuring of pipe laying in trenches at specified depth.

13.5 Checking installation of mechanical equipment's like pumps & chillers, Panels, AHUs, ODUs, IDUs, pipes & valves etc. as per approved drawings, manufacturer's recommendation and good engineering practices.

13.6 Carrying out site pre-commissioning tests like DPT for welding etc. and maintain in site test registers.

13.7 After commissioning, data logging of various mechanical equipment's like chiller, panel, DG set battery to be registered in log book.

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

13.9 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.

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

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

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

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

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

# ENGINEERING SERVICES GROUP (ESG)

# ENGINEERING SERVICES GROUP (ESG)

Engineering Services Group (ESG) consists of:

- Governing Body (GB)
    - Engineering Services Division – I (ESD-I)
    - Engineering Services Division – II (ESD-II)
    - Engineering Services Division – III (ESD-III)
    - Public Health & Engineering Services (PHES)
    - Horticulture & Cosmetic Maintenance Section (H&CMS)
- Engineering & IT Services Division (E&ITSD)
    - Water Supply
    - Electricity
    - Lift Maintenance
    - Fire Fighting System
    - IT Services
    - Vehicle Maintenance Services
- Electrical & Mechanical Project Division (EMPD)

Design / Project related Duties & responsibilities of Electrical & Mechanical Project Division (EMPD) has been dealt separately in PCD / Construction group.

## Governing Body (GB)

Governing Body (GB) is appellate authority chaired by Chairman / Additional Chairman & controls the functioning of ESD I, II, III, PHES & H&CMS.

- Engineering Services Division is to ensure proper functioning of various services extended to the residents of the township in an efficient way.
- Horticulture and Cosmetic Division looks after the Maintenance of playfields, gardens and various Cosmetic maintenance works.
- General Maintenance & Coordination section deals with checking of vacant flats for various civil, PH, electrical repair & maintenance works, assessment of time requirement for reinstatement and checking for compliance before declaring the flat is ready for occupation.
- Also to improve the facilities depending upon the demand and needs of the users from time to time observing all the departmental norms.

## Responsibilities of GB

The responsibility of GB is to keep the Residential buildings, Office buildings, Academic buildings, Community centres, dispensaries and other infrastructure facilities like Roads & Footpath, Storm water drains, fencing & Compound walls, Gardens & playfields etc. in good serviceable condition.

## Objectives of GB

- To preserve the buildings and services in good operational condition.
- To restore it back to its original condition wherever deteriorated.
- ESD and H & CM, 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 etc. in clean & hygiene condition.

## a) Duties of Chairman GB and Additional Chairman GB

1. Overall responsible regarding maintenance work
2. Approval of Major Maintenance works.
3. Award of works after tendering.
4. Planning of Preventive maintenance work and planned expenditures.
5. Administrative control on all employees working in Engineering services division.
6. Co-ordination with other Sections/offices.

## b) Duties of Head ESD – I

1. Responsible for maintenance works of West Zone of Anushaktinagar & Western sector Unit.
2. Responsible for Renovation works of flats and common areas.
3. Responsible for Structural Repair, Painting, Road and Development works on west side of Anushaktinagar.

4. Award of works after tendering.
5. Any other work / responsibility assigned to him by seniors.

## c) Duties of Head ESD – II

1. Responsible for maintenance work of Eastern Zone of Anushaktinagar & old Mandala.
2. Responsible for Renovation works of flats and common areas.
3. Responsible for Structural Repair, Painting, Road and Development works on west side of Anushaktinagar and Old Mandala Area.
4. Award of works after tendering.
5. Any other work / responsibility assigned to him by seniors.

## d) Duties of Head ESD – III

1. Responsible for maintenance works of city area.
2. Responsible for External repairs, painting & internal painting of city area.
3. Responsible for cosmetic and horticultural maintenance of City area.
4. Award of works after tendering.
5. Any other work / responsibility assigned to him by seniors.

## e) Duties of Head H & CMS/PHES

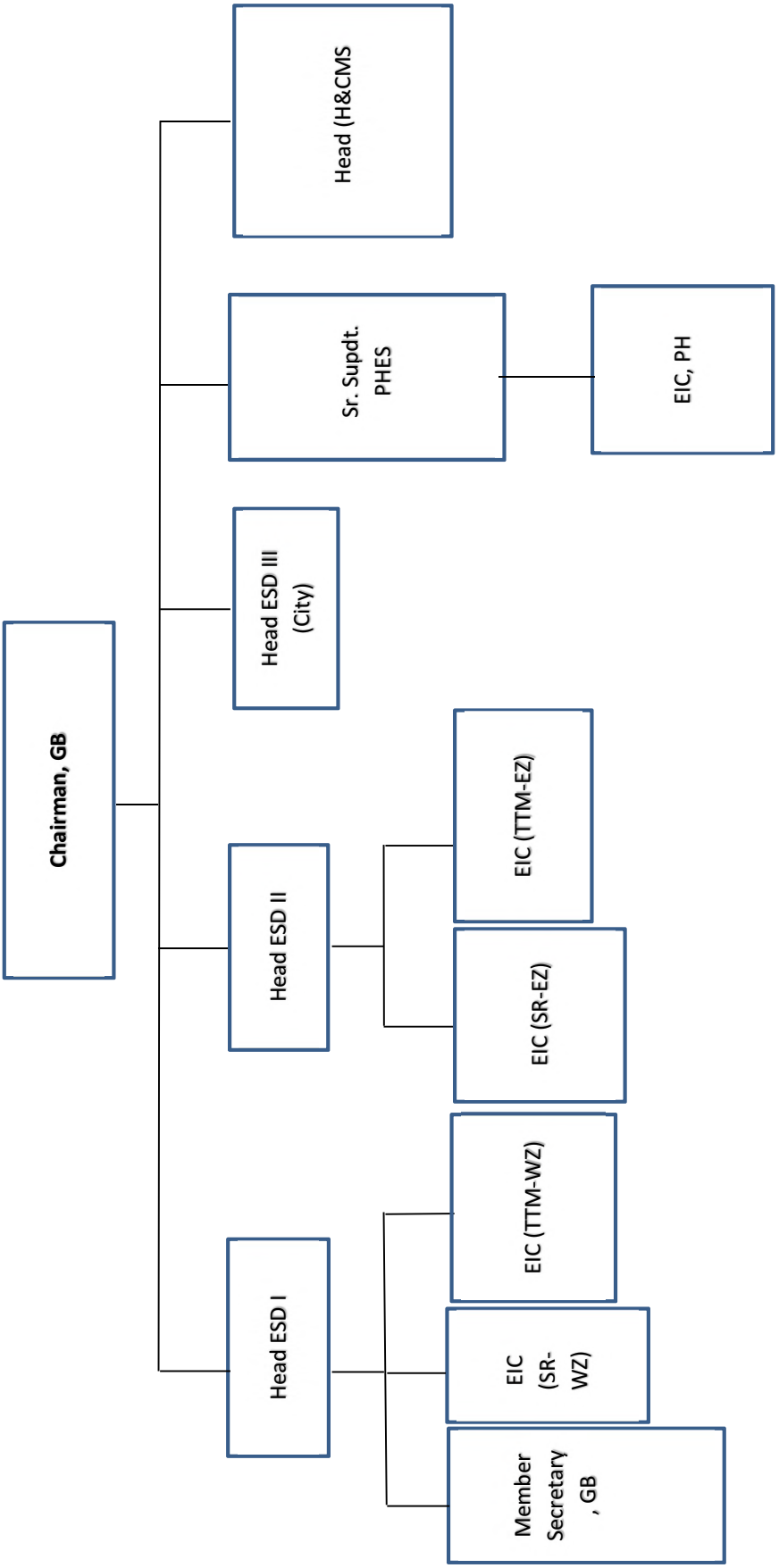
1. Responsible for cosmetic and horticultural maintenance of Anushaktinagar and Mandala area.
2. Responsible for works related to Sewerage collection system and garden water supply.
3. Award of works after tendering.
4. Any other work / responsibility assigned to him by seniors.

## f) Duties of Member Secretary, GB

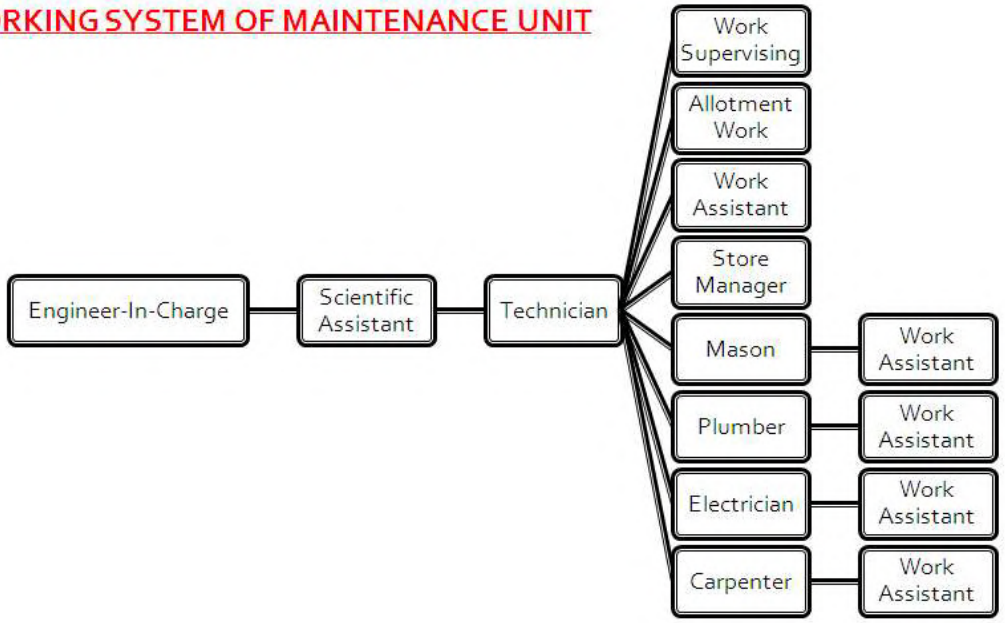
- Conducting GB meetings and circulation of Minutes of Meeting

- Briefing the issues and matters related to maintenance in GB
- Record Maintenance
- Following up discussed matters, tendering process upto issue of WO
- Monitoring progress of maintenance works
- Scrutiny of estimates
- Any other work as assigned by Head ESD-I.

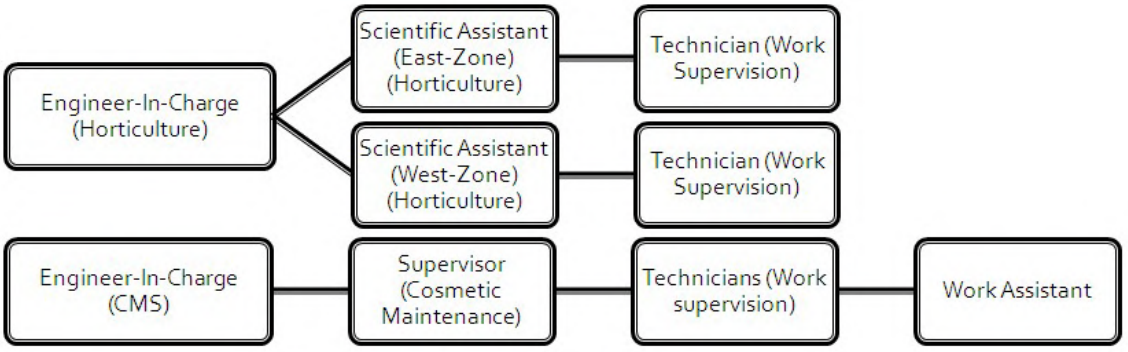
## HIERARCHY CHART OF GOVERNING BODY (GB)



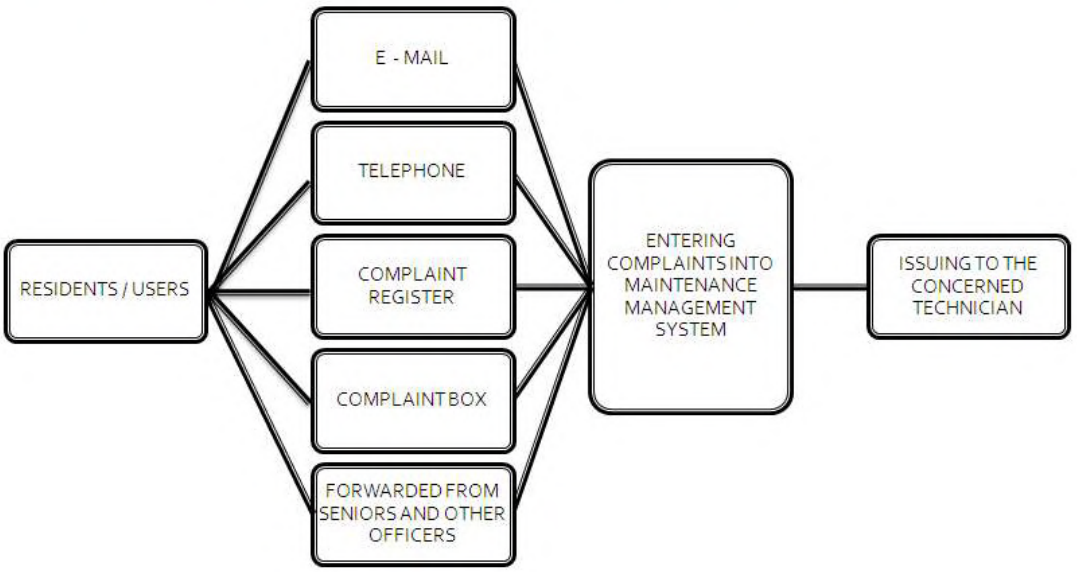
## WORKING SYSTEM OF MAINTENANCE UNIT



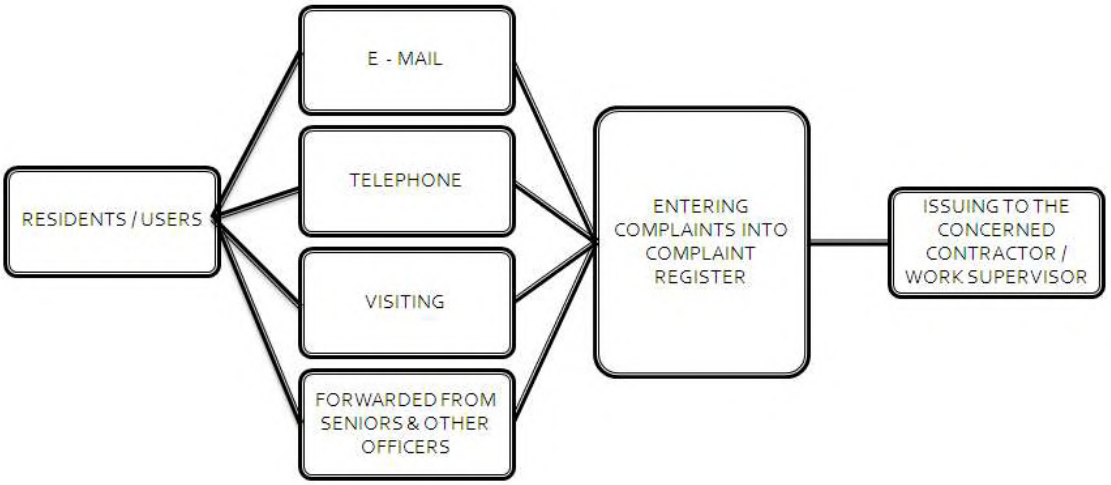

## WORKING SYSTEM OF H & CMS



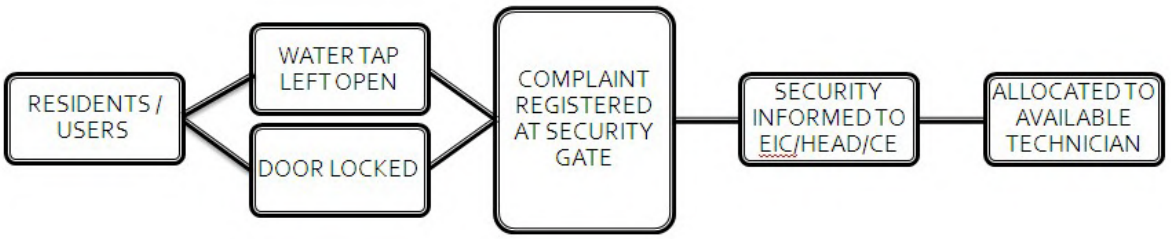
## MODE OF RECEIVING COMPLAINTS IN MAINTENANCE UNIT




## MODE OF RECEIVING COMPLAINTS IN HORTICULTURE & CMS



## EMERGENCY RESPONSE SYSTEM IN NON WORKING HOURS




## Duties and responsibilities of Concerned Offices

The duties of concerned sections of Maintenance group are responsible for carrying out various activities which has been listed as follows:

## Responsibilities of Engineering Services Division

a) Maintenance of complete civil works coming under its purview.

b) Maintenance of Internal PH and internal electrical installations of residential buildings.

c) Maintenance of Internal PH installation of public buildings.

d) Maintenance of water supply lines from Water tanks to tapping point.

e) Maintenance of sewage line up to first inspection chamber.

f) Maintenance of storm water drains.

g) External and internal painting of Buildings including structural repairs.

h) Maintenance of compound wall.

i) Maintenance of playfields & gardens.

j) Cosmetic maintenance.

k) Maintenance of Roads & footpath.

## Responsibilities of Maintenance Unit

a) To hand over the vacant flats to their authorized occupants after maintenance.

b) To receive complaints from Allottees and attend the same in timely manner.

c) Receive flat after vacation from Allottee.

d) Check that all the fittings and fixtures are in place at undamaged condition at the time of vacation.

e) Maintain the data related to Allotment and complaints.

## Responsibilities of Horticulture, CMS, PHES

a) Maintenance of Ground and play fields (Gardens)

b) Maintenance of Garden areas of BARC hospital and AERB.

c) Annually cutting of wild vegetation.

d) Transplantation of specified trees as and when required.

e) Maintenance of plants/trees/shrubs by trimming, watering, weeding etc.

f) Trimming of specified trees (Located in Garden Area) after obtaining clearance from tree authority (BMC)

g) Removal of dead and fallen trees.

h) Maintenance of Play equipment and Garden benches.

i) Cleaning, sweeping, mopping of the common area of the buildings.

j) Collection of wet & dry garbage and disposal at garbage bins from building / flats.

k) Cleaning of roads, footpath and SWD etc.

l) Anti-termite treatment and other pest control as per complaint received.

m) Fogging operations at regular interval.

n) Removing of unwanted wild growths from structural members/ buildings.

o) Responsible for works related to Sewerage collection system and garden water supply.

## g) Duties of Engineer-In-Charge of Maintenance Unit

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

## h) Duties of Scientific Assistant of Maintenance Unit

1. Receiving day to day maintenance complaints and arranging to attend through Departmental person or Annual maintenance contract.
2. To review the non-attended complaints and ensure that those complaints are attended properly.

3. 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.
4. Taking measurements and preparation of Bills.
5. Identifying the problems depending upon complaints received and/or feedback received.
6. Collection of Engineering data and preparation of sketches, plans and estimates for the proposals.
7. Assist Engineer-In-charge for making proposal, statements and reports.
8. Any other work / responsibility assigned to him by seniors.

### i) Duties of Technicians

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

## Supervision and Control System

## Quality Control System

Quality control is divided into two parts:

**Quality of the Material used**

**a. Departmental Works:**

Quality of material is ensured by doing following checks:

1. Approving sample before procurement of material.

2. Pre-dispatch inspection as per Specification.

3. 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.

**Quality of the Workmanship**

**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 H & CM |
| Head Esd/Head H & CM | Chairman/ Dy Chairman GB |

| WORK DONE BY | CONTROL SYSTEM |
|---|---|
| Technicians | . Checking of Workman's Dairy |
| Scientific Assistant | . Test Check of Measurements |
| Engineer-in-Charge | Inspection of Head ESD/ Head H &CM<br>Inspection of Reports<br>Test Check of Measurement |
| Head ESD/ Head H & CM | Inspection of Chairman GB/ Addl Chairman GB<br>Progress& Status Review Meetings and Discussions<br>GB Meetings. |

## 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 |
|---|---|
| Chairman GB/ Addl. Chairman GB | 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

Chairman and Addl. Chairman GB along with Head ESD-I, Head ESD-II Head ESD-III Head H & CMS and 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

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

## Instructions for “How to Avoid Mistake”

1. Encourage Allottee to give maximum details related to complaint for proper and error free entry of complaints.
2. Assign the job to the concerned trade technicians.
3. To carry all required tools and materials/spares for attending the complaint.

4. Follow standard execution & safety procedures.
5. Follow the checklist of each and particular item during the execution.
6. Regular interactions with technician on how to carry out job in a satisfactory and complete manner.
7. Regular interactions with technician on how to interact with residents during his visit.
8. Have co-ordination between different trades / agencies working in same area.
9. 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 the officer / organization

- To be given by Administration section

# ENGINEERING & INFORMATION TECHNOLOGY SERVICES DIVISION (E&ITSD)

The responsibility of E&ITSD 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 & associated water supply automation system (SCADA)
- Maintenance of Electrical service like Elevators, DG sets, Solar PV Systems, 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.
- Maintenance of E&M services in various play parks & open gyms.
- Maintenance of E&M services in pond & urban forest.
- Maintenance of departmental vehicles.

## Division's Activity (Information Technology)

- To maintain local area network, computers, laptops, servers, routers, firewall, printers, plotters, communication infrastructure, Video surveillance systems, Access control system, Fiber optic backbone, AV & VC facilities etc. at DCSEM Head office at V. S. Bhavan & various other installations in Anushaktinagar.
- Procurement of local area network devices and components, computers, laptops, servers, routers, firewall, printers, cartridges, communication accessories, Video

surveillance components and accessories, Access control system components, Fiber optic cables and accessories, AV & VC components etc.

- Planning of the works of IT Section related to design, development, implementation and maintenance of various IT infrastructure assets and projects of DCSEM.
- Asset management related to IT and communication infrastructure.
- Implementation of Cyber security guidelines issued by various Government agencies including CISAG, DAE.
- To maintain DCSEM's website, i-Nirman (intranet), AAIIS (HR and payroll), DAE-Niwas (flat allotment and recovery application), works contract management system and various other applications of DCSEM.
- To work as nodal agency for e-tendering for all DAE units for works contract and procurement tenders through CPPP.
- Preparations of DBR, drawings, specifications, SOQ and estimate etc. for various projects and annual maintenance contract tenders.
- Preparation of clarifications for pre-bid queries related to IT related tenders.
- Inspection and testing of equipment at manufacturers works as and when required.
- Evaluation of agencies as required by quantity section.
- Planning knowledge up gradation & skill development of IT Section personnel through participation in technical workshop / seminar / training programme etc.
- Other miscellaneous works assigned by Chief Engineer (ESG) & Director, DCSEM.

## A.) DUTIES OF THE CONCERNED OFFICES: OFFICERS / EMPLOYEES

### 1. Overall duties of Superintendent Engineers

| Sr. No. | Suptd. | | |
|---|---|---|---|
| | **Electrical Services** | **Mechanical Services** | **IT services** |
| 1. | Operation & Maintenance of HT/LT external electrical systems of Substations, Office Buildings, DG sets & Emergency Networks. | Operation & Maintenance of water supply system Anushaktinagar along with associated SCADA system. | Operation & Maintenance of different Servers like Webserver, Email Server, Servers for internet / intranet securities etc. at Anushaktinagar. |
| 2. | O&M of internal electrical installations of office buildings in Anushaktinagar including Dispensaries at Anushaktinagar & city area. | O&M of Fire Fighting System at Anushaktinagar. | Maintenance of desktop computers, laptops & local area networks at Anushaktinagar & city area in Mumbai. |
| 3. | Maintenance of lifts at Anushaktinagar & city buildings. | O&M of air-conditioning systems at office complexes. | Maintenance & up-gradation DCSEM's website, i-Nirman (intranet), AAIIS (HR and payroll), DAE-Niwas (flat allotment and recovery application), works contract management system and |

| | | | |
|---|---|---|---|
| | | | various other applications of DCSEM |
| 4. | Liasoning work with Power supply authorities like Reliance, BEST, TATA Power Co. Ltd. (TPCL). | Maintenance of departmental vehicles. | |
| 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. | Liasoning work with MCGM. | |
| 7. | Upgradation of substations and other installations. | Maintenance of domestic water pumps at Old Mandala. | |
| 8. | Electrification including lighting system of Play parks, Pond & Urban forest. | | |
| 9. | Installation & maintenance of Grid tied solar PV system at Anushaktinagar. | | |

## i.) Daily activities:

- Review of ongoing project & maintenance works.

- Passing of bills

### ii.) 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.

### iii.) 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 of TS periodically.

## Head, E&ITSD / Supdt.

### 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 enter twice a year and send reports to CE.
- Review TS periodically

## 2. Engineer-in-charge:

### i.) 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 Service Maintenance Engineer (SME/SA).
- Chalk out monthly programmer of addition / alteration works.
- Review of estimates sent by SME (SA).
- Review the works progress with the SME (SA).

### ii.) 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.

### iii.) 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 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 to staff.

## iv.) 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.

## 3. Service Maintenance Engineer (Scientific Assistant):

## i.) 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

## ii.) Weekly Activities:

- Prepare abstract of the complaints on last working day of the week & Forward weekly abstract of pending complaints to EIC for taking suitable action with suggestions if any.
- 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
- Devise ways to attend long pending complaints by redeployment of Technicians.
- Review the records maintained at service center twice a week.

## iii.) Monthly activities:

- Review of requisitions pending for preparing estimates
- Preparation of monthly reports of complaints and maintenance activities
- Review pending personnel matters related staff
- 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
d) Pay specific attention to cleanliness, general deficiency in maintenance etc. during routine inspection of works.

### iv.) Quarterly:

- Review stock of materials
- Preparation preventive and beak down maintenance reports.
- Send the maintenance reports to EIC.
- Review the records maintained at service center twice a week

### v.) 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.

### vi.) 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.

## 4. Shift-in-charge:

- Operation of Electrical/Mechanical installations at Anushaktinagar.
- Checking of installations for its healthiness.
- Checking equipment as per maintenance schedule/check lists.
- Maintaining of daily log sheets.
- Liasoning with supply authorities for shut-down & restoration of water/power supply.
- Giving shut-downs issue of work permit with approval of EIC and restoration of power/water supply after due inspection of installations.

- Break-down maintenance of Electrical/mechanical systems.
- 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.
- Preparation of daily reports & forwarding to EIC & under intimation to Head.
- Providing temporary supply to users as per the permissions given. Forwarding meter readings to Metering & Billing section / EIC as the case may be.
- Responsible for maintenance of log book of all the activities carried out during the shift and record spares consumptions.
- Responsible for preparation of incident/accident reports during shift.
- Responsible for analyzing any failures and plan measures to eliminate the root cause of equipment/networks in consultation with EIC/Head.
- Responsible for coordinating with different contract agencies.
- Ensure good housekeeping & safety in all substations/pump houses/plant areas in Anushaktinagar.
- Making efforts & taking precautions for Zero accident at workplace during shift.
- To ensure the proper atmosphere and attitude of working staff.
- Any other works as assigned from time to time.

## 5. Technicians:

- Taking day to day complaints from shift-in-charge (SIC), attending the complaints and reporting to shift-in-charge/SA.
- Carrying out routine/preventive maintenance of equipment/motor vehicles, preparing reports and submitting to SME (SA) /SIC.
- Operation of relevant LT switch gear/pumps/valves/AC machineries under supervision of shift-in-charge/SA.
- 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.

## B.) Act, Rule & Regulation pertaining to the organization

The following Acts, Rules& regulations are generally followed: -

### 1.) 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

### 2.) Mechanical/PH Services

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

## C.) Supervision and control system

### ii. 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. 022-2548/6419 6612/22/25583042 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 may be contacted on Ph. No.25487382.

### iii. 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 may be contacted on ph. No.25486712

## iv. Water supply (up to overhead tank), Air-conditioning System and Firefighting system at Anushaktinagar:

- Complainants are required to lodge complaints at Main Pump House (MPH) on phone no.25486613/6614/25589234 or e-mail: mph@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 are not attended in time, EIC (DWS) ph. No. 022-2548/6419 6606, Email id divans@dcsem.gov.in (or) EIC (MS) phone no. 022-2548/6419 6323 Email id anshukla@dcsem.gov.in , may be contacted.
- In case complaints related to Air conditioning and Firefighting are not attended in time, EIC (FFS) ph. No. 022-2548/6419 6644, Email id snath@dcsem.gov.in (or) EIC (MS) phone no. 022-2548/6419 6323 Email id anshukla@dcsem.gov.in , may be contacted.
- Head, E&ITSD can also be contacted on ph. No.: 022-2548/6419 7324 or email id: krreddy@dcsem.gov.in.

## v. DCSEM vehicles at Anushaktinagar

- Complainants are required to lodge complaints on phone no. 022-2548/6419 6035 or e-mail: eicvehiclemaint@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, EIC(MS) may be contacted on ph. No. 022-2548/6419 6323.

## vi. Redressal of complaints

If the complainants are not satisfied with the services, they may contact, Head, E&ITSD on ph.no. 022-2548/6419 7324 or e-mail id: headeitsd@dcsem.gov.in.

## D.) 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 SA and EIC.
- Progress review meeting at site and office are being conducted by EIC and Head, E&ITSD.

## E.) 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.

## F.) 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

## G.) Inspections (monthly & annually)

Inspections of maintenance works will be done as follows: -

- SME (SA) inspects 25% of complaints attended on daily basis
- EIC inspects 10% complaints attended once in 2 weeks other than those inspected by SA.
- 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:

- Technician check all the measurements
- SA 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.

## H.) 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.

# TRAINING DIVISION

## TRAINING DIVISION

Training Division is headed by Head (Training division) and the activities of Training Division are taken care by Technical Coordinator (Projects) and Safety manager.

Role of Technical coordinator, projects (TC-P).

1. Carrying out induction training program for freshly recruited employees of DCS&EM and to give them orientation program through expert speakers in their respective field of DAE as listed below.
2. Arranging Training/Lectures/workshops to Engineers, supervisors & Technicians on various topics on Construction activities, Contract management, Quality assurance and various maintenance activities of ESD and E&ITSD.
3. Arranging presentation (both online & offline) to DCSEM Engineers/Architects on various new /updated construction materials/ technology in the market through various manufacturers on their request/ invitation.
4. Preparation of PRIS TARGET & ACHIEVEMENT reports for each financial year by getting relevant details of targets and achievements from various PRIS Groups of DCSEM, evaluation of target achievements, submission of PRIS reports to DAE PRIS committee, Presentation of PRIS reports to committee and fulfilling the remarks/clarifications raised by the committee etc.
5. Receiving and documentation of fortnightly & monthly progress reports for ongoing construction projects, maintenance & services works of DCSEM.
6. Compilation of Monthly progress reports of ongoing construction projects, maintenance & services works of DCSEM and preparation of consolidated progress report for according approval of Director DCSEM and onward submission to DAE.
7. Preparation of Quarterly progress reports of ongoing construction projects, maintenance & services works of DCSEM and submission to CAO for approval of competent authority and onward transmission to DAE.
8. Preparation & submission of various periodical reports to DAE.
9. Preparation and submission of details on DCSEM projects to CAG Audit prescribed format.
10. Preparation of Annual Report with incorporation of latest photographs for submission to DAE.

11. Furnishing relevant information/clarifications on Parliamentary matters as and when sought by DAE.
12. Maintenance of various record files such as work order file, Technical check file, budget file, major achievement file, progress report files etc.
13. Providing input about activities of DCSEM during last one year to Chairman's speech on the occasions of Independence day, Republic day and founders day celebrations.

All the above activities are looked after by a Senior Scientific officer in consultation with Head, Training Division.

## Role of Manager safety:

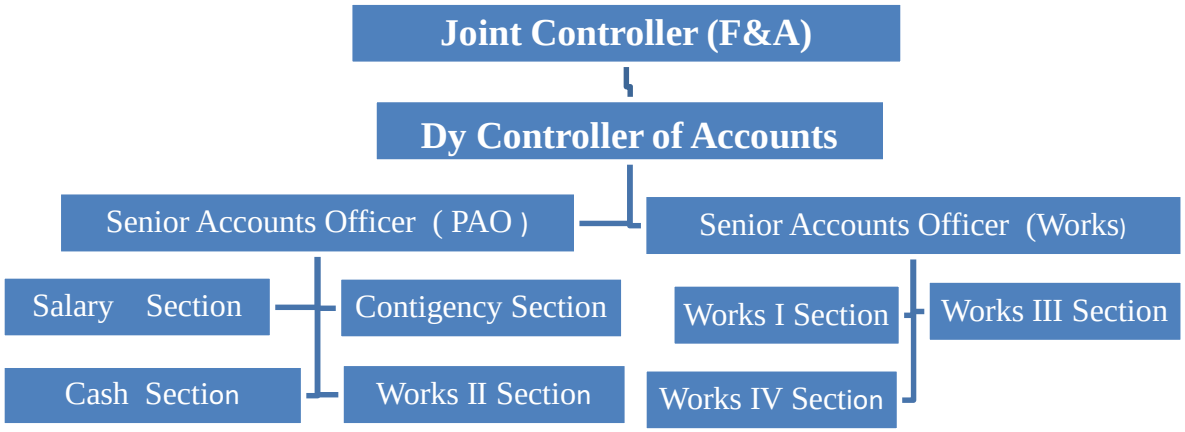
Training Division has been assigned an additional responsibility to look after the safety aspects during construction, operation and maintenance phase through an officer designated as Manager (Safety) and he reports to Head (Training Division).

Role of Manager (Safety) is: -

- Maintain proper records of monthly safety status received from various division of DCSEM, compilation of reports and submit quarterly safety status reports to Director, DCSEM.
- Development of training manual for safety of operation and maintenance personnel.
- Investigate the unsafe incident assigned and recommend corrective measures to prevent recurrence.
- Co-ordination with AERB and other agencies related to safety aspects.
- Conducting training programme related to safety measures during construction and maintenance activities.

# FINANCE AND ACCOUNTS GROUP

# FINANCE AND ACCOUNTS GROUP




## Sections and their functions:

**Salary Section** deals with Pay and allowances and Pension related matters.

**Cash Section** deals with Receipt and Payment, drawal of cheques, Monthly Accounting, Audit and Budget.

**Contingency Section** deals with Provident Fund, Leave Travel Concession, Travelling Allowance and Miscellaneous payments.

**Works I Section** deals with activities after issue of work order such as processing bills for payment, various proposals, etc. in respect of Capital projects/Deposit Works.

**Works II Section** deals with activities prior to issue of work order such as checking of Comparative Statements (Technical and Financial), Accounting of EMD/Performance Guarantee/Security Deposit.

**Works III Section** deals with activities after issue of work order such as processing bills for payment, various proposals, etc. in respect of Electrical/Mechanical Maintenance Works, Cosmetic bills etc.

**Works IV Section** deals with activities after issue of work order such as processing bills for payment, various proposals, etc. in respect of Civil Maintenance Works, Horticulture & Cosmetic Maintenance bills etc.

## 1.0 INTRODUCTION

Functions of Finance and Accounts Group of DCSEM have distinct features. Finance and Accounts activities are in line with the procedure, guidelines and directives issued by the Government of India from time to time**.**

## 2.0 ACT, RULES & REGULATIONS PERTAINING TO FINANACE & ACCOUNTS.

The main Government Rules, Acts & Regulations being followed in Finance and Accounts are as under: -

1. General Financial Rules (GFR – 2017 updated upto 31.7.2022).
2. Exercise of Financial Power (DAE) Rules (EFPR), 2025.
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.
9. Guidelines/OMs issued by CGA and MOF New Delhi.

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

## A. FINANCE FUNCTIONS.

Finance functions are carried out by following Exercise of Financial Power (DAE) Rules (EFPR), 2025, General Financial Rules (GFR) 2017, DAE Works Procedure, 2006 and DAE Purchase Procedure.

## B. ACCOUNTS FUNCTIONS.

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

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

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 under Rule 6.7 of Exercise of Financial Powers (DAE) Rules, 2025.

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

**As per DAE works procedure in line with 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.

## Stages for execution of works:

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

### 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 100 and 101. In case of any clearance needed, the same can be obtained from JC (F&A) before the proposal is submitted to Director, DCSEM.

(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.

### 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 CPWD Manual provisions.**

Concerned Chief Engineer shall certify the availability of funds under Deposit Heads before such proposal is submitted to Head of the Department with concurrence of internal finance i.e. JC (F&A) for Administrative Approval.

## 2. Technical Sanction.

Technical Sanction is issued after obtaining Administrative approval from the Competent Authority. Expenditure Head and availability of funds shall be recorded in the Technical Sanction. A Copy of such Technical sanction is forwarded to Accounts Officer.

## 3. Notice Inviting Tender.

Centralized Quantity Section will prepare Notice Inviting Tender (NIT) for each work 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 conditions need to be cleared by finance and approval of competent authority.

## 4. Scrutiny of offers received including verification of Comparative Statement

Offers received along with Earnest Money Deposit at prescribed rate of estimated cost shall be scrutinized by CQD before the same is forwarded to Accounts for verification. Comparative statement is required to be checked by Accounts. Concerned Accounts Section should conduct personally a test check of the computed and checked tenders sufficient to satisfy reasonably that the checking work has been properly done. They should see that the comparative statement correctly incorporates the totals as checked on the individual tenders.

It is essential that there be no hurrying the work of computing tenders and of checking computations and an Accountant is entitled to claim that reasonable time should be allowed to satisfy that any check has been properly done. Concerned Section Accountant should record the following certificate on the comparative statement: "Certified that: I have personally conducted a test check of the computed and checked tenders including the three lowest tenders and have satisfied myself that the checking work has been properly done. The comparative statement correctly incorporates the totals as checked on the individual tenders." Comparative statements of all works shall be cleared by Deputy Controller of Accounts.

## 5. Earnest Money Deposit

Earnest Money Deposit (EMD) against the tenders in Accounts are kept in safe custody. Demand Draft/Banker's Cheque received with the tenders of all tenderers are sent to Accounts for safe custody or deposit into the bank as the case may be. The earnest money given by all the tenderers except the lowest tenderer should be refunded immediately after the opening of the tenders and acceptance of the lowest tender, or latest within a week from the date of receipt of tenders. After acceptance of lowest tender, Quantity Section will issue letter to Accounts to release the EMD of unsuccessful tenderers.

Accordingly, EMD of unsuccessful tenderers shall be released and EMD of successful tenderer shall be retained in Accounts. 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.

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.

Earnest Money Deposit of the successful bidder shall be refunded on submission of Performance Guarantee within the prescribed period.

## Forfeiture of Earnest Money Deposit

(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.

(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 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.

## 1. Performance guarantee

(1) The successful tenderer, hereafter referred to as the contractor, shall deposit an amount equal to 5% of the Estimated cost put to tender (ECPT) or tendered amount whichever is higher.

Additional Performance Guarantee (APG):

Abnormally Low Bid: A bid will be treated as abnormally low if the tendered amount is less than 80% of the Estimated Cost Put to Tender (ECPT). In case of abnormally low bid as defined above, the bidder shall be required to submit Additional Performance Guarantee (APG) in addition to the Standard Performance Guarantee (PG). The amount of Additional Performance Guarantee (APG) shall be equal to the difference between the 80% amount of ECPT and tendered amount. (e.g. if ECPT is A and tendered amount is 0.7A then the amount of APG shall be 0.8A- 0.7A). The other terms and conditions of Additional Performance Guarantee (APG) shall be same as that of Performance Guarantee (PG).

The performance guarantee shall be submitted in one of the following forms:

(i) Insurance Surety Bonds

(ii) Account Payee Demand Draft

(iii) Fixed Deposit Receipt (FDR) of a commercial Bank.

(iv) An irrevocable bank guarantee bond of any commercial bank in the prescribed form given in Annexure.

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

If submission of Performance Guarantee is delayed as prescribed in the NIT, late fee of 0.1% per day shall be recovered. Beyond that, EMD shall be forfeited. Confirmation on genuineness of the Bank guarantee shall be obtain by Accounts after received in Accounts. The Performance Guarantee shall be initially valid up to the stipulated date of completion plus minimum six (6) months beyond the date of completion of all contractual obligations as per CCC. Register is maintain by Accounts and reviewed from time to time.

After recording of the completion certificate for the work by the competent authority, the performance guarantee shall be return to the contractor, without interest.

**Claim Period of PG –** ***Claim period of PG shall be 6 months from stipulated date of Completion.***

## 2. 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 the form of Government Securities, Fixed Deposit Receipts etc.

(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 by Accounts. Such deductions shall be made unless the contractor has deposited the amount of security at the rate mentioned in form of Government securities or Fixed Deposit Receipts. This is in addition to the performance guarantee that the contractor is required to deposit.

(3) Security Deposit as deducted above can be released against Bank Guarantee issued by a Commercial Bank on its accumulation to a minimum of Rs. 5 lakhs subject to the condition that amount of such Bank Guarantee, except last one, shall not be less than Rs. 5 lakhs. Provided further that the validity of bank guarantee shall be in conformity with provisions contained in clause 17 which shall be extended from time to time depending upon extension of contract granted under provisions of clause 2 and clause 5.

(4) 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.

## 3. Procedure in 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 or SAO 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% of the estimated cost put to tender (ECPT) or tendered amount whichever is higher.

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 9.3 of Exercise of Financial Power Rules (DAE), 2025.

## (ii) Contracts for Services:

Procedure as indicated in DAE works procedure / GeM shall be followed for carrying out any contract in the nature of "Consultancy" as per the financial powers delegated by DAE to the Head of Department.

## (iii) Purchase Contract

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

The following procedure shall 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 Stock and usage details shall be recorded.
(iii) Requirement of stores shall be justified.
(iv) Availability of funds under "Revenue" / "Capital" Project/ budget shall be recorded by Finance.
(v) Draft Indent may be placed along with the proposal wherein the anticipated requirement date may be recorded.
(vi) Non Availability certificate from departmental stores.

After obtaining the approval in principle and indent approval, the same will 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 wide variation between estimated and actual cost shall be justified with suitable reasons.
- Availability of funds during the financial year shall be certified by Finance.

3. Various proposals such as Anticipated Variation, Deviated Items, Extra Items, Substituted Items, Final variation and Final Extension of time, submitted by CQD are scrutinized in Accounts for Finance clearance and approval of the Competent Authority.

**4. Financial clearance for 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 needs to be obtained while submitting any proposal for creation of Posts before obtaining the approval of the Competent Authority **(Rule 7 of EFP(DAE) Rules, 2025).**
- 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 (As per OM No. TA-2-03002(1)/2/2019-TA-II(e-417)/442 dated 15.12.2022 issued by CGA for revised Object Head)

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 Unit 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 August every year which consist of Budget Estimates for the ensuing financial year, Revised Estimates for the current financial year. Following types of Budgets are 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.

Consequent on rationalization of Heads of Account and operationalization of revised/new object heads under Rule 8 of DFPR, 1978 w.e.f. 1.4.2023, Budget has been submitted by this Directorate accordingly.

The above types of Budgets are further elaborated below:

## (i) Receipt Budget.

Receipt Budget consists of estimated receipts of various types for the ensuing financial year and Revised estimates 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 DCSEM 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. GST receipts
6. Any other Miscellaneous Receipts.

## (ii) Expenditure Budget

### a) Revenue Expenditure Budget:

Revenue expenditure Budget consists 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 consists of the following items of expenditure.

### 1. Expenditure towards Salaries and Leave encashment on LTC. 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) **Leave encashment on LTC.**

2. **Expenditure on Allowances** such as Dearness Allowance, Transport Allowances, Overtime allowance, Children Education Allowance (CEA), House Rent Allowance, RTF, Medical reimbursement and other allowances which are chargeable to the head "Allowances".

3. **Travelling Allowances** by following the economy instructions of Ministry of Finance from time to time.

4. **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, CISF deployment and any other expenditure towards Private Security Staff deployment, Expenditure on Petrol, Oil and Lubricants, Expenditure towards Telephone, Telex, Postal charges,

Legal Expenses, Expenditure on vehicle hire etc. This budget is prepared based on the new/revised object Heads of Account based on threshold limits.

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

6. **Professional Services Budget**: It consist of expenditure towards payment of charges towards engagement of Professionals, Consultant etc. for providing services to the Government which include Legal Services, Consultancy Fees, Teaching and Training Fees, Remuneration to question setters/invigilators/guest speakers.

7. **Minor Works Budget**: 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 based on revised/new object heads viz. Minor Works and Repairs and Maintenance.

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 percentage 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.

## b) Capital Expenditure Budget:

Capital Expenditure Budget needs 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” based on rationalization and operationalization of new/revised object heads.

1. Machinery and Equipment: Budget Provisions can be made in accordance with provisions available in the approved Project Report.

2. Buildings and Structures: 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 "Buildings and Structures," "Machinery and Equipment", "Motor Vehicles" procurement, procurement of "Information, Computer and Telecommunication Equipment's", "Infrastructural Assets" like bridges and tunnels, "Furniture and Fixtures" (exceeding threshold limit of Rs.One lakh or three years of life, etc.) 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 percentage 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.

## (iii) 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.

## (iv) Loans & Advances Budget and Interest 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.

## (v) Pension 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, Government contribution for existing employees and vacant posts covered under NPS and UPS 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.

## Objects Heads Defunct as per revised OM dated 15.12.2022

Nine (9) existing heads will become **Defunct** from 1.4.2023

| S.No. | Description of object head | Code |
|---|---|---|
| 1. | Overtime Allowance | 03 |
| 2. | BCTT | 17 |
| 3. | Other Administrative Expenses | 20 |
| 4. | Clothing and Tentage | 25 |
| 5. | Other contractual services | 30 |
| 6. | Lumpsum provisions | 42 |
| 7. | Share of taxes/duties | 46 |
| 8. | Other charges | 50 |
| 9. | Major Works | 53 |

# B. ACCOUNTS FUNCTIONS.

Accounts 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 are described below in detail:**

**a) Drawal of Pay and Allowances, Travelling Allowances, Leave Travel Concession allowances, and other allowances to the employees of DCSEM.**

**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 DCSEM (**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**). Based on recent amendments to Income Tax Act, taxation under Old Regime and New Regime opted by employees, income tax calculations are made and deduction is done.

Pay and allowances of DCSEM employees are managed through AAIIS programme. Started from March 2020 salary in DCSEM. This facilitates:

1) Ease of payment of PRIS as leave deduction is automatically done as per leave details in AAIIS.
2) Income tax auto calculated as per regime and approved savings
3) Ease of retrieval of Entitlements and Deductions data
4) Ease in payment of DA arrears
5) E PBR
6) Online processing of application for Provident Fund advance/withdrawal, PF balance and sanction, etc.
7) Can access payslip, salary abstract, Income tax calculation, supplementary payment details easily.
8) Online change of PF subs

9) Online submission of PF application for advance/withdrawal & availability of PF balance.

Further activities are under process for implementing through AAIIS.

**Overtime Allowance Claim**

**As per GFR 293,** 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 60 days of the due date.

**Travelling Allowance and Leave Travel Concession**

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 290, 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 60 days of its becoming due failing which it shall stand forfeited.

**As per GFR Rule 292, 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) Cases where advance is drawn: | Upto three months provided the entire advance is returned within three months subject to a clause that the entire amount would be recovered within one lump sum and interest will be charged on the entire amount of advance from the date of drawal to the date of recovery of amount. |
| (ii) Cases where no advance is drawn: | Upto six months |

In case of failure to submit the claim in both the cases within the prescribed timelines of the due date, the claim shall stand forfeited.

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

## b) Drawal of payment against Works Bills and preservation of all documents related to Works contracts.

**Maintenance of various documents.**

- It is ensured that Copy of the letter of intent and work order is received and kept as record.
- It is ensured that Earnest Money Deposit (EMD) of the successful bidder is credited to Government Account and such amount shall be refunded to the successful bidder on submission and confirmation of Performance Guarantee.
- It is ensured that on receipt of Performance Bank Guarantee (PBG), confirmation on genuineness of bank guarantee is obtained and keeping the validity of bank guarantee live till the last date of completion period.
- It is ensured that all Bank Guarantees received from various agencies towards SD, PBG and against Mobilization Advance etc. are valid till last date for which these BG's are required to be valid.

**Maintenance of various Registers and Records.**

The following documents /Registers/ Records are required to be maintained in Accounts.

**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 Accounts in the prescribed form.

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

**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.

**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 Accounts.

The Registers of Works are posted monthly from Works Abstracts.

**Materials in the stores 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.

## Scrutinization of Proposals in Accounts for finance clearance and approval of competent authority-

### 1. Proposal for Anticipated variation -

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 for original works and in case of Maintenance works 50%.
- The proposal is put up by EIC and routed through Quantity section then forwarded to Accounts wing for checking 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

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

- To confirm that the approval up to permissible limit is obtained, if not the same will be brought to the notice of EIC for obtaining the approval of competent authority for the balance quantity.
- Thereafter rate analysis submitted by EIC is technically checked by Quantity Section, and forwarded to Accounts along with the supporting documents for ensuring correctness of the rates, taxes considered in the rate analysis.
- It is ensured that 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, and submitted to the approval of Competent authority.

## 3. Proposal for Extra items

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

- It is checked with the rate analysis submitted by EIC technically checked by Quantity Section, and forwarded to Accounts along with the supporting documents for ensuring correctness of the rates, taxes considered in the rate analysis, and if any correction arises the same is carried out.
- It is ensured that 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.

## 4. Proposal for Substituted items

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

- Initially it is checked with the rate analysis submitted by EIC both for the work order item as well as the substituted item along with the supporting documents submitted by the EIC for ensuring the rates and Taxes considered 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.
- It is ensured that 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.

- It is also ensured that the position of L1 does not change due to the substitution.

## 5. Proposal for Final variation

- 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 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. It is also ensured that L1 remains L1.

## 6. Proposal for Final Extension of Time

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

## Computerized Measurement Book

Works Contract Management System (WCMS) – This software programme is utilized from uploading the details of work order schedule, measurements, various advances till the work completes. Various reports can be generated for reference and record. Computerized Measurement book, abstract and other documents relating to bill payment are prepared. The details of measurement recorded at various intervals in excel format can be uploaded in WCMS which will be a permanent record for future reference. Once basic data fed into the programme, automatic generation of various types of reports can be done. Any corrections in

measurements/advance details are to be done, the same will be done by the concerned EIC/authorized persons only and any corrections in recovery details can be done by concerned Accounts Section. Once the corrections made and payment is released, the bill will be finalized by Accounts which cannot be changed afterwards without the consent of Administrator of the programme.

## 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.

On receipt of Running Account (RA) bills pertaining to various works as well as Deposit works, the procedure followed is as under: -

- 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.
- Necessary agreement needs to be executed duly signed by both the parties.
- 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 measurement 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 advance.
- 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.
- Payment of escalation, if any under clause 10C, 10CA or 10 CC is calculated based on the indices issued by Economic Advisor/Minimum wages issued by Ministry of Labour.
- 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 Labour payment certificates are obtained from the agency.
- Recovery such as Income tax, Security Deposit, Water/Electricity charges, TDS on GST (SGST/CGST/IGST), Labour Cess, etc. are made from the bill.
- 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, Intimation letter indicating the amount recovered based on the bill amount as against each RA bill/Final 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.
- Computerized MBs pertaining to EIC are finally returned to them along with corrected bill copy.

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.

In addition to the procedures followed for Running Account bill, the following requirements are ensured for Final bill before release of payment: -

- Ensured that WO Closure bill is prepared and submitted to Accounts along with certificates such as Completion certificate duly signed by EIC, Inspection Certificate

duly signed by Superintending Engineer and above, Final bill Certificate signed by EIC, Bill Certificate by Contractor, Test Check Certificate signed by EIC and Labour Payment Certificate by Contractor.

- Ensured that Measurements are recorded within one month of completion of work duly signed by EIC certifying that Measurements are recorded in full and final settlement by me and signed by Contractor certifying that measurements are accepted in full and final settlement by me. If measurements are recorded beyond one month, reasons for the same is to be recorded by EIC.
- Ensured that Secured Advance and other advances such as Mobilization Advance, Plant & Machinery Advance and its interest are fully recovered.
- Ensured Performance Guarantee is valid upto the date of completion of work and Secured Deposit is valid upto the date of defect liability i.e. one year or six months after completion of work or final bill is passed whichever is later.
- Ensured that approval of Final Variation, Final Extension of time and Technical check for works costing above Rs.5.00 lakh in case of Electrical work and Rs.10.00 lakh in case of Civil/PH work are available.
- Ensured that Guarantee certificate, Guarantee bond for waterproofing work, anti-termite work, Revised Technical Sanction etc. are available as per contract conditions.
- Ensured that funds are available for release of payment.

## Secured Advance

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 75% - 90% (as per conditions of contract) 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.

Statutory tax like Income tax, etc. are to be deducted from the payment of secured advance.

## Grant of Mobilization Advance

Mobilization 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 gross value 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 /DIFFERENTIAL RATE OF GOODS AND SERVICES TAX (GST)**

As regards to reimbursement of Service Tax/GST claimed by the Agency, the following procedures are strictly followed:

1. Ensure that the Service Tax claim/GST 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 and invoice of the agency and also with the challan copy of the bank where it is deposited.
3. Copies of GST challans filed by the agency, in case where the agency requested for reimbursement of GST paid by them. Copy of the GST Returns filed by the firm can also be sought as documentary proof stating that the GST paid by the firm is against the work awarded by the office from where reimbursement is sought
4. The Service Tax/GST 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, Letter No. DCSEM/HEAD(CQD)/WI/STR/620 dated 15th December, 2016 and Work Instructions No. DCSEM/CQD/03 dated 15.11.22 and 3(a) dated 2.12.2022.

**MAINTENANCE OF BROADSHEETS OF SECURITY DEPOSIT, EARNEST MONEY 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.

**c) PAYMENT OF TEMPORARY ADVANCE**

As per GFR 323 Advances for Contingent and Miscellaneous purpose can be sanctioned by Head of Department (HOD) / Officers who have been delegated the financial powers by the HOD and Head of Office to a Government Servant for purchase of goods or services or any other special purpose needed 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 of the advance.

(vi) Purchase Procedure shall be followed for such procurement from Temporary Advance drawn.

The adjustment bill, along with balance if any, shall be submitted by the government servant within fifteen days of the drawal of advance, failing which the advance or balance shall be recovered from his next salaries.

## 2. Pay and Accounts Office functions consist of the following:

### (i) Maintenance of Cash, Drawal of Cheque for releasing payment to Government employees and other suppliers/ contractors.

- 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 realized 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.

### (ii) 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 and No Demand Certificates issued by Administration.

- Pension Payment orders in respect of employees retired on superannuation shall be prepared and forwarded to Central Pension Accounting Office two months before the date of retirement of such employee. The pension cases are being processed through E-Bhavishya for the cases retiring from July 2026.
- 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.

## New Pension Scheme / UPS

**Important initiatives for Central Government Employees covered under NPS**

A New Pension Scheme (Contribution based Pension Scheme) now called National Pension System (NPS), was introduced for Central Government employees vide Ministry of Finance (Department of Economic Affairs) Notification No. 5/7/2003- ECB & PR dated 22nd December, 2003. NPS was made mandatory for all new recruits to the Central Government service (except the armed forces) from 1st January, 2004. After the enactment of the PFRDA Act, 2013, as per Section 20 of the Act, the pension scheme notified on 22.12.2003 has become the National Pension System under the Act. NPS is now regulated under PFRDA Act, 2013 and regulation framed thereunder by Department of Financial Services and PFRDA.

### (A) Initiatives by Department of Pensions & Pensioners' Welfare

- Department of Pension and Pensioners' Welfare O.M. No. 7/5/2012- P&PW(F/B) dated 26.08.2016- The benefit of retirement gratuity and death gratuity have been extended to the Central Government employees covered under NPS vide DoPPW

O.M. dated 26.08.2016 on the same terms and conditions as are applicable under CCS(Pension) Rules, 1972.

- Instructions have been issued vide DoPPW OM No. 1/3/2019-P&PW(E) dated 01.01.2021 that if a Government employee appointed on or after 01.01.2004 and covered under NPS is disabled, he shall also be eligible to receive a lump sum compensation computed in terms of rule 9(3) of CCS (Extraordinary Pension) Rules, if the disablement is attributable to Government service and the Government employee is retained in service in spite of such disablement.

**(B) Initiatives by Department of Financial Services**

- Under the NPS, every Government servant is registered and allotted a Permanent Retirement Account Number (PRAN).
- The contribution made by the employees and contribution from the Government were invested by Pension Fund Managers in accordance with the investment pattern prescribed by the PFRDA for Central Government employees
- On exit from NPS on superannuation, an individual is mandatorily required to invest at least 40% of the accumulated pension corpus in Tier-I to purchase an annuity from an Annuity Service Provider an Insurance Regulatory and Development Authority (IRDA) regulated Insurance Company registered with PFRDA and a maximum of 60% of the accumulated corpus in the Tier –I account is given to the individual in lumpsum. If the Government servant exits from NPS before superannuation (i.e. before 60 years of age), he/ she has to invest at least 80% of the accumulated corpus to purchase an annuity and the remaining 20% can be withdrawn as lump sum.
- For streamlining implementation of NPS, Department of Financial Services vide their notification dated 31.01.2019 extended following benefits to Government employees covered under NPS:
  (i) Employee contribution 10% of the salary and DA with matching contribution @ 14% by the Government w.e.f. 01.04.2019.
  (ii) Investment of NPS wealth upto 95% in infrastructure/Debt funds and 5-15% in equity for Government employees. Life Cycle based funds viz. LC-50 and LC-25 also available w.e.f. 01.04.2019. Option to avail LC-75 has also been extended to Central Government employees covered under NPS/UPS.

(iii) Option for investment choices and Pension Fund made available to Government servants w.e.f. 01.04.2019.

(iv) Investment in NPS Tier II has been brought under Section 80 C for tax exemption w.e.f. 01.04.2019.

**Conditions for Partial withdrawal**

a) Subscriber should be in NPS system for 3 years

b) Withdrawal amount will not exceed 25% of the contributions made by the subscriber.

c) Withdrawal is allowed only against the specific reasons-

(i) Higher education of children

(ii) Marriage of children

(iii) For the purchase/construction of residential house or flat in his or her own name or in a joint name with his or her legally wedded spouse. In case the Subscriber already owns either individually or in the joint name a residential house or flat, other than ancestral property, no withdrawal under these regulations shall be permitted.

(iv) For treatment of specified illness (including Covid 19)– suffered by Subscriber, his legally wedded spouse, children including a legally adopted child and dependent parents.

(v) For skill development

d) A subscriber is allowed to withdraw to a maximum of three times during the entire tenure of subscription.

e) Subscriber shall be allowed partial withdrawal based on self-declaration without submission of supporting documents.

In DCSEM, approximately 416 employees are governed under NPS/UPS.

## (iii) 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 DCSEM 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, DCSEM.
- Submission of Monthly Account to Principal Accounts Officer, DAE.
- Reconciliation of cheques issued by PAO, DCSEM, Receipts realized by the Accredited bank i.e. State Bank of India, BARC and its further clearance from Government Accounts Division (GAD), SBI and RBI, Nagpur.
- If any discrepancy found shall be 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.

## Audit

## a) Internal Inspection Wing

The Internal Inspection Wing (IIW) was organized as an integral part of DAE with a mandate to ensure that initial records are maintained properly, uniform procedures are adopted in the matter of payment and accounting, corrective measures wherever necessary are initiated promptly and qualitative improvements are brought out in accounting. Further, the Internal Inspection was expected to investigate areas of economy for appropriate action and also provide feed-back information on the Accounting formations of the Department as an aid to management functions. The objective of the internal inspection is not merely to point out omissions and defects in accounting system, but also to extend all possible assistance to various Units of the Department to ensure uniform financial and accounting procedures in the matter of payment and maintenance of various accounts.

Every year, IIW, DAE carry out inspection/test checking of various records of DCSEM, performance review of the identified scheme/project, based on criteria of budgetary allocation, existing internal controls of monitoring and evaluation, release of funds and their utilization. As far as possible, reply to Preliminary Memos are issued with suitable recovery or corrections in the procedural lapses, if any in order to settle the audit query. Efforts are taken to reply to various audit paras and close the paras.

(v) **C&AG Audit**

Broad objective of Audit Team of Indian Audit & Accounts Department, Office of the Director General of Audit Environment & Scientific Departments (C&AG) to examine the activities of the organization are in accordance with the relevant laws and regulations and authorities that govern such entities, rules and regulations, budgetary resolutions, policies, performance projects, transparent and competitive procurement activities, accounting systems, administrative matters, IT applications, etc.

Every year, C&AG Audit Team visits DCSEM and examine the various records as called for by them relating Accounting systems, projects and accounts related files, service related files, etc. as per their mandate. Audit queries/enquiries are raised by them. Reply to the queries are issued by concerned authorities in order to the settle queries as far as possible. Efforts are taken to reply to various audit paras and close the paras.

All measures are taken to ensure proper maintenance of Accounting systems and implementation of rules and regulations, procedures and policies in the day to day work of DCSEM.

# ADMINISTRATION GROUP

This Group is entrusted with 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.

This Group consists of

- ✓ Estate Management (EM)
    - Allotment
    - Recovery
    - Enforcement

- ✓ Land, Vigilance & General (LV&G)

- ✓ Administration (A)
    - Recruitment
    - Establishment
    - RTI

- ✓ Official language (OL)
    - Rajbhasha

# COMPOSITION OF ADMINISTRATION GROUP



# ESTATE MANAGEMENT

Estate Management 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.

## RESPONSIBILITIES OF ESTATE MANAGEMENT

- ✓ Handles allotment of around 9500 **residential quarters**
- ✓ Manages around 100 **Shops** in residential premises
- ✓ Having administrative control of **1035 acres** (approx.) of land acquired by DAE. Apart from this, DCSEM has acquired more than 1100 acres (approx.) land for various projects of the Department such as GCNEP, ICTS, LIGO India, NISER, TMC Hospital (Andhra Pradesh) etc.
- ✓ Collection of License Fee & Allied charges

## DUTIES OF VARIOUS LEVELS OF FUNCTIONARIES IN ADMINISTRATIVE GROUP:

**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

9. Nodal Officer for Swachhata Activities

**Administrative Officer-III (AO-III)**

There are three AO-IIIs functioning as in charge of the wing of Administration comprising of 10 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:**

APOs take 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.

## Important Links (available in DCSEM web site)

- **DO'S AND DON'TS BY GOVERNMENT SERVANTS**
- **ACTS, CONDUCT AND, COMMISSIONS WHICH AMOUNT TO MISCONDUCT**
- **LEAVE AVAILABLE TO GOVERNMENT SERVANTS**
- **GUIDELINES FOR LEAVE TRAVEL CONCESSION**
- **CGEGIS 1980**
- **ABOUT CONTRIBUTORY HEALTH SERVICE SCHEME (CHSS)**
- **NEW PENSION SCHEME (NPS)**
- **GUIDELINES FOR CHILDREN EDUCATION ALLOWANCE**

## ABOUT THE SECTIONS

**ALLOTMENT SECTION:** Allotment Section is responsible for Planning and organizing 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.

**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.

**ENFORCEMENT SECTION:** Enforcement section is entrusted with allotment, regulation and recovery of licence fee and other charges of shops, banks, Shakuntalam and Indradhanush, 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.

**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.

**VIGILANCE SECTION**: Vigilance Section is responsible for handling issues relating to Immovable Property Returns of Group A, B &C employees, preparation and issue of blank APARS in respect of Scientific & Technical Officials, Administrative, Accounts and Auxiliary Staff. Processing vigilance clearance of Group A, B & C Officials on promotion, resignation, voluntary retirement, Review of services under FR 56(j), award as well as forwarding of applications for higher education, tour abroad etc. Matters relating to disciplinary proceedings, dealing with Legal/Court matters. Vigilance Section is responsible to ensure implementing of code of conduct under Central Civil Services (Conduct) Rules 1964 and to monitor and prevent corruption having Vigilance angle as per the CVC's norms. Initiating disciplinary proceedings under CCS (CCA) Rules 1965. There are four facets of Vigilance (i) Preventive Vigilance (ii) Detective Vigilance (iii) Punitive Vigilance and (iv) Pro-active Vigilance. Vigilance Manual is an important document to bring in transparency in operations and functions.

**APPOINTING & DISCIPLINARY AUTHORITY:**

| | | | |
|---|---|---|---|
| 1. | For Group A employees | - | Secretary, DAE |
| 2. | For Group B Employees | - | Director, DCSEM |
| 3. | For Group C Employees | - | CAO, DCSEM |

**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.

**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/EWS Roster, PwBD Roster, MACP & review cases under FR 56 (j).

**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.

**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).

With a view to ensure the compliance of the Constitutional requirement & to implement the Official Language Policy of the Govt. of India, Hindi Section is making every effort for progressive use of Hindi in this Directorate. Hindi Section is working under the Guidelines of Department of Official Language, Ministry of Home Affairs, Government of India and Department of Atomic Energy.

OLIC meetings – conducted every quarter , Minutes are forwarded to DAE and follow-up action taken on the decision.

Preparation of consolidated quarterly progress Report of Hindi of DCSEM, sent to DAE and action taken as per the direction received from DAE.

Hindi workshop – 4 joint workshops and 2 in house workshops conducted in each quarter,

DAE New Incentive scheme 'ATOLIS' is implemented in this Directorate.

Hindi Typing training - employees are nominated

Parangat Training - employees are nominated.

Celebration of Joint Hindi Diwas – 14$^{th}$ September

Celebration of Joint Vishwa Hindi Diwas – 10$^{th}$ January

Translation and typing of Annual Report, Budget Report, circulars/orders/memorandum/notifications, RTI, Manuals, Departmental Specifications of works, General Conditions of Contract (GCC) etc.

Official correspondence in Hindi

Publication of House Magazine 'NIRMAN'

Purchase of Hindi Books/Hindi Magazine for Hindi Library

Navi Mumbai TOLIC –participation in Meetings and programmes/activities.

Internal Inspection regarding Hindi implementation in DCSEM

Preparation and submission of Half yearly / Annually / Mulyakan Reports to DAE, Rajbhasha Vibhag, Navi Mumbai TOLIC.

Organizing Joint and in-house Hindi Competitions.

**Incentive Schemes under Hindi Section**

1. Details of incentive schemes (available in DCSEM website)

## 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

***All days mentioned below are working days**

| 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 (EM) → CAO→ DIRECTOR | Final Priority List on or before 15th April of Every year. |
| 2. | Planning, preparation and communication of monthly allotment schedule | APO →AO-III (EM) →CAO | 15th of every month |
| 3. | Collection of data, preparation and display of vacancy list & updating. | APO →AO-III (EM) →CAO | Displaying 2 days prior to the actual date of allotment given in schedule. |
| 4. | Monthly allotment Result | APO →AO-III (EM) →CAO | Same day of allotment |
| 5. | Coverage of allotment made during the preceding month | APO →AO-III (EM) →CAO | 10th of every month |
| 6. | Maintenance of Roster for SC/ST employees | APO | Immediately |
| 7. | Change of flats on medical grounds | APO → AO-III (EM) →CAO | 9 days after receipt of applications |
| 8. | Correspondences received related to allotments including grievances | APO →AO-III (EM) →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 | Sub Committee – once in a quarter – 4 meetings, Apex Committee – Twice a year 2 meetings |
| 12. | Allotment on Transfer/EOL abroad/ deputation | APO →AO-III (EM) →CAO | 01 Day |
| 13. | Ad-hoc allotment (in case of died in harness, retirement, medical invalidation etc.) | APO →AO-III (EM) →CAO →DAE (If needed) DAE in case of where deviation of norms. | 01 week |
| 14. | Allotment to CISF, TMC/TIFR | APO → AO-III (EM) →CAO →Director (If needed) | 2 days |
| 15. | Transit accommodation at Old Mandala & Anand Bhavan | AO-III (EM) →Transit Committee →CAO →Director | 1 week on receipt of vacancy |
| 16. | Allotment of Essential Service Quarter | AO-III (EM) →ESQ Committee →CAO →Director | 1 week on receipt of vacancy |
| 17. | Temporary allotment of accommodation | APO →AO-III (EM) | 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 (EM) →CAO | Within 2 days of receipt of application |
| 19. | Permission for installation of Air-Conditioner | APO →Head ESD →Head E&ITSD | Within 2 days of receipt from Head ESD/E&ITSD |
| 20. | Furnishing information under RTI Act, 2005 to CPIO(A). | APO →AO-III (EM) →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 (EM) →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 (EM) →CAO | 3 days |
| 09. | Reminder for vacation of departmental accommodation | APO | 1 day |
| 10. | Issuance of final clearance | APO → AO-III (EM) →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 (EM) | 2 days |
| 14. | Issue of residential proof certificate | APO | 1 day |
| 15. | Permission for relative's stay | APO → AO-III (EM) → 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 (EM) → CAO | 1 week |
| 18. | Dispatch of electricity bill - on receipt from E&ITSD & revision of | APO | 1 day |

| | | | |
|---|---|---|---|
| | electricity bills - adjustment thereof | | |
| 19. | Issue of final NDC to non-allottees | APO | 1 day |
| 20. | Furnishing information under RTI Act, 2005 to CPIO (A). | APO → AO-III (EM) → CAO | 7 days |
| 21. | Processing of fresh allotment cases | APO | 2 days |
| 22. | Processing of shifting allotment cases | APO | 2 days |
| 23. | Issue of Show-Cause notice to the allottee on non-receipt of LF &AC and on non-vacation of the departmental accommodation after the permissible retention period | APO | 15 days |

## 3. ENFORCEMENT SECTION

| Sr. No. | Description | Decision Making Level | Target |
|---|---|---|---|
| 1. | Issue of show cause notice/caution note/notice on breach of Allotment Rules and Conditions by allottees of departmental accommodation - on receipt of complaint in writing. | APO→AO-III→ CAO | 25 days |
| 2. | Request for entry permit for service provider– on receipt of all necessary documents. | APO→AO-III | 2 days |
| 3. | Permission for utilizing various common facilities (matters related to Cultural/Welfare/Residents Associations) | APO→AO-III | 4 days |
| 4. | Allotment of vacant shops through NIT. | APO→AO-III→ CAO | 2 months |
| 5. | Issue of quarterly bills to shops | APO | 5 days |
| 6. | Allotment of Shakuntalam, Indradhanush and lawns – on receipt of application. | APO→AO-III→ CAO | 4 days |

| | | | |
|---|---|---|---|
| 7. | Allotment of Shop No. 5, Sector Market for the purpose of exhibition-cum-sale - on receipt of application. | APO→AO-III→ CAO | 3 days |
| 8. | Issue of permission for display of banners. | APO→AO-III | 1 day |
| 9. | Issue of permission for Social Function/Religious Function like Ganesh Utsav, Navratri Utsav, Shivjayanti, Ambedkar Jayanti, lighting, playing loudspeaker etc. after obtaining clearance from Security, Anushaktinagar (30 days advance applications with security clearance) | APO→AO-III→ CAO | 5 days |
| 10. | Refund of Security Deposit in respect of Community Centre, Shop No. 5, Sector Market and lawns – on receipt of clearances. | APO→AO-III | 3 days |
| 11. | DAE Township Advisory Committee Meeting & DAE Mumbai Township Management Committee Meeting<br>Issue of agenda and notice | APO→AO-III→ CAO→ DIRECTOR | 4 days |
| 12. | Shops Allotment Advisory Committee Meeting Licence Fee Redressal (Rent)Committee Meeting<br>Issue of agenda and notice | APO→AO-III→ CAO | 3 days |
| 13. | Furnishing information under RTI Act | APO→AO-III→ CAO | 7 days |

## 4. LAND SECTION

| Sr. No. | Activities | Decision Making Level | Time Frame |
|---|---|---|---|
| 01. | Maintaining land records of the Department which includes acquisition of land at various locations | APO → AO-III (LV&G)→ CAO→Director | On regular basis. |
| 02. | Licensing with State Authorities and Municipal Corporations in connection with land matters. | APO → AO-III (LV&G) → CAO | As and when required |
| 03. | Demarcating the plots for various activities of the Department. | APO → AO-III (LV&G)→CAO→ Director | It is depend on size of plot and urgency of the matter. |
| 04. | Carrying out survey of DAE properties and | APO → AO-III (LV&G)→CAO→ Director | 15 days on receipt of request. |

| | | | |
|---|---|---|---|
| | preparing of drawings for obtaining specific approval from BMC in connection with construction of any facility/buildings etc. | | |
| 05. | Dealing with issues of unauthorized construction/ encroachment on DAE land and removing them with the help of Anushaktinagar Security and local Police Authorities | APO → AO-III (LV&G)→ CAO→Director | 3 months |
| 06. | Pursuing the matter with the City Survey Office (Chembur & Ghatkopar) regarding measurement and area corrections in Property Registration Cards in respect of properties of the Department in Mumbai. | APO → AO-III (LV&G)→CAO→ Director | 3 to 6 months |
| 07. | Digitization of Land Details like tika sheet of Anushaktinagar area on Bhunaksha, Digitization of PR Cards | APO → AO-III (LV&G)→CAO→ Director | 3 months |
| 08. | Making correspondence and arranging personal visit at BMC and City Survey Office regarding compensation in respect of various properties of the Department | APO → AO-III (LV&G)→ CAO | As and when required |
| 09. | Obtaining Property Registration Cards and CTS Plan in respect of DAE properties from City Survey Office. | APO → AO-III (LV&G)→ CAO | Within one month after receipt of request |
| 10. | Furnishing information under Right to | APO → AO-III (LV&G)→ CAO | 7 days |

| | | | |
|---|---|---|---|
| | Information Act, 2005 to CPIO (A). | | |
| 11. | Collection of License Fee and Allied Charges from residents of Lumbini Nagar & Mandala Sub-Std. tenements and resettlement issues, if any | APO → AO-III (LV&G) | Collection by 11th of every month |
| 12. | Recovery of Lease Rent / License Fee and Service Charges from IOCL, BPCL, HPCL, RIIL, GAIL, SBI, BEST, PNB, Breach Candy Hospital and various autonomous bodies | APO → AO-III (LV&G) → CAO | As per agreement |
| 13. | Dealing with the matter such as payments of Lease Rent, Property Tax/Service Tax and Maintenance to State Govt., Mumbai Port Trust, MCGM, KDMC, Shreepal Complex etc | APO → AO-III (LV&G) → CAO | As per agreement |
| 14. | Granting Entry Permissions to lessee/licensee for regular maintenance work | APO → AO-III (LV&G)→ CAO | 7 days |
| 15. | Execution of lease agreement and renewal of lease agreement with different authorities in r/o land leased in/leased out | APO → AO-III (LV&G)→CAO→ Director | 1 month on receipt of approval from DAE |
| 16. | This Section is dealing with communications received from Member of Parliament, MLAs, Local Public Authorities and giving reply to their communication in prompt and courtesy manner | APO → AO-III (LV&G)→CAO→ Director | 7 days |
| 17. | Reply to Audit Paras. | APO → AO-III (LV&G)→CAO→ Director | Reply on Audit para is being sent within the timeline given by Audit Party. |

## 5. GENERAL SECTION

| Sr. No. | Activities | Decision Making Level | Time Frame |
|---|---|---|---|
| 01. | Procurement of Liveries viz. Uniform, Safety Shoes, Monsoon Gear items etc.<br>(Indent through DPS) | APO → AO-III (LV&G) → CAO | As per DPS procedure |
| 02. | Procurement of Furniture items:<br>Table, Chairs, Cupboards, Shelf, Cabinets etc.(Indent through DPS) | APO →(LV&G) → CAO→ Director | As per DPS procedure |
| 03. | Procurement of various Stationery /Office items like Flasks, Tea Sets, Rubber Stamps, Name Plates etc.<br>Up to Rs. 5000/-<br><br>Above Rs. 5000/- | <br><br>APO → (LV&G) → CAO<br><br>APO → (LV&G) →CAO→Director | <br><br>04 days<br><br>04 days |
| 04. | Printing: Visiting Cards, Registers, files, forms, magazine | APO → (LV&G) → CAO | 1 month |
| 05. | Reimbursement:<br>Newspaper bill, stitching bills etc.<br><br>Brief case Up to Rs. 5000/-<br><br>Brief case Above Rs. 5000/- | <br>APO → (LV&G) → CAO<br><br>APO → (LV&G) → CAO<br><br>APO → (LV&G) → CAO→ Director | <br>02 days<br><br>02 days<br><br>02 days |
| 06. | Entertainment: Canteen bills, Parade bills etc. | APO → (LV&G) → CAO | 02 days |
| 07. | Maintenance, Repair of Furniture Items:<br>Fabrication of keys, Table top & Glass, Drawer lock,re-caning of chairs, fixing of venetian blinds, painting etc. | APO → (LV&G) →CAO | 05 days |

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| 08. | Settlement of Guest House (GH)Bills:<br>Lease Rent (NeetiBagh GH), Hospitality & Security Bill<br>(Dhruva GH), Cable, Carpet cleaning Bill, Night Duty,<br>OT Allowance, NRPS, Licence fee for PragatiVihar GH etc.<br>Imprest Bill Zerlina / AnandBhavan GH | APO → (LV&G) →CAO | 02 days |
| 09. | Booking of Air tickets | APO | Immediate |
| 10. | Settlement of Air Travel Bills of M/s Balmer Lawrie | APO | 06 days |
| 11. | Celebration of various Days:<br>Independence, Republic, Women's, and Anti-Terrorism Day<br>Communal Harmony Week, SadbhavanaDiwas etc.<br>Up to Rs. 5000/-<br><br>Above Rs. 5000/- | <br><br><br><br><br>APO →(LV&G) →CAO<br><br>APO →(LV&G) →CAO→Director | <br><br><br><br><br>One week in advance |
| 12. | Imprest of General Section:<br>Payments of bills towards Conveyance, Stationery items & misc. expenditure of various sections | APO →(LV&G) →CAO | 02 days |
| 13. | Training:<br>Nominations of officials for various training programme | APO →(LV&G) →CAO | 03 days |
| 14. | Telephone bill payment (Total 63 Tel. Connections)<br>Mobile Bill Payment | APO → (LV&G) | Before due date |

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| | Internet Circuit Bill(Quarterly) + 1 yearly (Tel. hotline bill) | | |
| 15. | Telephone reimbursement cases | APO → (LV&G) | 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 → (LV&G) → CAO | 01 Day |
| 19. | Make arrangement of Site Inspection by LEO | APO → (LV&G) → CAO | Same day |
| 20. | Endorsement of Circulars received from DAE & other sources | APO →(LV&G) →CAO | Within 2 days |
| 21. | Furnishing information under Right to Information Act, 2005 to CPIO (A). | APO →(LV&G) →CAO | 5-10 days |

## 6. VIGILANCE SECTION

| Sr. No. | Activities | Decision Making Level | Time Frame |
|---|---|---|---|
| 01. | Permission to acquire/dispose of Immovable & Movable Property<br>For Group A & B<br>For Group C | <br><br>APO → (LV&G) → CAO<br>APO →(LV&G) | <br><br>03 days<br>03 days |
| 02. | Scrutiny of Annual Immovable Property Returns | APO →(LV&G) → CAO | 01 Day |
| 03. | Issue of blank APAR Forms<br>For Administration Staff<br>For Scientific & Tech. Staff | | <br>By 31st March<br>By 30th June |

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| 04. | Vigilance Clearance for various purposes | APO → (LV&G) → CAO | 01 Day |
| 05. | Disciplinary Cases:<br>Issue of charge sheet, Appointment of Inquiring & Presenting Officer, Action on inquiry report, Disposal of case. | | Entire procedure to be concluded in six months |
| | For Group A | APO → (LV&G) → CAO→ Director → DAE | 6 Months |
| | Group B | APO → (LV&G) → CAO→Director | 6 Months |
| | Group C | APO → (LV&G) → CAO | 6 Months |
| 06. | Court Cases:<br>Central Govt. Indl. Tribunal<br>Motor Accident Claim Tribunal<br>Claim from the contractor for payment of compensation<br>Compassionate appointment<br>Bombay High Court case<br>CAT (PB), New Delhi<br>Processing of Legal Fees (As & when recd.) | APO → (LV&G) → CAO → Director → DAE (for vetting) | i) As & when hearing fixed attended the court through Govt. Counsel(s).<br>ii) 15 days for filing reply.<br>iii) Prompt action is being taken to minimize the delay in Court Proceedings. |
| 07. | Govt. Loan/Advances:<br>a) House Building Advance<br>b) PC Advances | APO → (LV&G) → CAO | a) 04 days<br>b) 04 days |
| 08. | Reports<br>a) Weekly 01 no.<br>b) Monthly 06 Nos.<br>c) Quarterly 11 Nos.<br>d) Half Yearly 02 Nos.<br>e) Annual 02 Nos. | APO → (LV&G) → CAO | By 5th of the month |

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| 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 → (LV&G) → CAO | By 31st March every year |
| 11. | Furnishing information under Right to Information Act, 2005 to CPIO(A). | APO → (LV&G) → CAO | 7 days |

## 7. ESTABLISHMENT SECTION

| Sr. No. | Activities | Decision Making Level | Time Frame |
|---|---|---|---|
| 01. | Closure / extension of Probation | APO → AO-III (A) →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 (A) | within 4 days of receipt of option |
| 05. | Sanction of Provident Fund<br>Advance<br><br>Withdrawal | <br><br>APO → AO-III (A)<br><br>APO →AO-III (A) →CAO | <br><br>within 2 days |
| 06. | Reimbursement of tuition fee under Children Education Allowance Scheme | APO → AO-III (A) | within 1 day |
| 07. | Leave Travel Concession Advance<br>Advance<br>Encashment of EL<br>Settlement of claim | APO → AO-III (A) | within 3 days |
| 08. | Transfer TA | APO → AO-III (A) → CAO | |

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| | Advance & Settlement<br><br>(Transfer/Retirement) | | within 1 day<br><br>within 7 days |
| 09. | Confirmation of Employees | APO → AO-III (A) →Confirmation Committee | once in a year |
| 10. | Representations on Pay Anomaly cases | APO → AO-III (A)→ CAO | within 7 days |
| 11. | Forwarding of Application for outside employment | APO → AO-III (A) →CAO | within 7 days |
| 12. | Miscellaneous Certificates viz.<br>a) Service Certificate, certification for I-Card,BARC Society, visa etc.<br>b) Identity certificate for obtaining passport | <br>APO<br><br>APO → AO-III (A) → CAO | <br>within1 day<br><br>within 3 days |
| 13. | Various Claims<br><br>a) Permission for Medical treatment/settlement etc.<br><br>b) Revalidation of CHSS cards of dependents | <br><br>APO → AO-III (A)<br><br>APO | <br><br>within 2 days<br><br>same day |
| 14. | Retirement Cases<br><br>a) Superannuation cases<br><br>Issue of advance intimation of retirement / Verification of Service Book<br><br>Forwarding of pension papers to retiring officials<br><br>Issue of retirement notification<br><br>Pension Worksheet with PF/ Group Insurance<br><br>Encashment of Leave | APO → AO-III (A) | <br><br><br>2 years prior to date of retirement<br><br>8 months in advance<br><br>3 months in advance<br><br>2 months in advance<br><br>Immediately on receipt of all NDC |

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| | Final Clearance<br><br>b) Voluntary retirement cases<br><br>Issue of notification accepting of VR<br><br>Forwarding of pension papers to retiring officials<br><br>Pension Worksheet with PF / Group Insurance<br><br>Encashment of Leave<br><br>Final Clearance | | Immediately on receipt of all NDC<br><br>Within one day of approval of notice<br><br>1 day after acceptance of VR<br><br>5 days after receipt from the individual<br><br>Immediately on receipt of all NDC<br>Immediately on receipt of all NDC |
| 15. | Review of cases under Rule 30 CCS(Pension) Rules on completion of 18 yrs. of service | APO → AO-III (A) → CAO | Quarterly |
| 16. | Issue of Appreciation<br><br>Uploading of information on DCSEM website. | APO → AO-III (A) → CAO | 05 days before superannuation<br><br>one week prior to retirement |
| 17. | Periodical reports<br>a) Hindi quarterly reports<br><br>b) Annual report to DAE regarding private foreign visit of employees | APO → AO-III (A) → CAO | a) Within 10 days on closure of respective quarters<br>b) Within 10 days on closure of respective year |
| 18. | PRIS (Organizational & Group incentives) | APO → AO-III (A) → CAO | Within 1 week on receipt of order |
| 20. | Furnishing information under RTI Act 2005 to CPIO(A) | APO → AO-III (A) → CAO | 7 days |
| 20. | Permission for acquiring additional qualification | APO → AO-III (A) → CAO→ Director | Quarterly |

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| 21. | Counting of past service in case of employees rendering service in other organizations (State/Central) | APO → AO-III (A) → CAO | within 15 days of receipt of complete documents |
| 22. | Application for allotment of departmental accommodation (verification report) | APO | within one day |
| 23. | Other miscellaneous correspondence | APO → AO-III (A) → CAO | within 3 days of receipt of dak |

**RTI SECTION:**

| S.NO | Activities | Decision Making Level | **Time Frame** |
|---|---|---|---|
| 1 | Furnishing information under RTI Act, 2005 | APO→AO-III (A)→CPIO(CAO) | within 30 days |
| 2 | Processing of RTI Appeal | APO→AO-III (A)→CAO→Director, DCSEM | within 30 days |
| 3 | Redressal of grievance received under CPGRAMS | APO→AO-III (A) | within 30 days |

## 8. RECRUITMENT SECTION

| Sr. No. | Activities | Decision Making Level | Time Frame |
|---|---|---|---|
| 01. | Direct Recruitment against vacancies of Scientific/Technical/ Administrative/ Auxiliary cadres<br>a) Action plan for anticipated vacancies in S&T cadre<br>b) Action plan for anticipated vacancies in Admin & Aux cadre<br>Which includes Identifying vacant posts, Publishing Advertisement, | APO → AO-III (A) → CAO →Director | 2 years in advance<br>1 year in advance |

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| | Screening of applications, issue of call letter, conducting screening/written test, trade test, interview (as per extant RRs/norms), publishing of result. | | |
| 02. | Issuing Offer of appointment | APO →AO-III (A) →CAO →Director | 07 days from the date of receipt of last C&A verification report |
| 03. | Promotion:<br>Promotion of S&T,WA under MPS | | |
| | Preparation of zone of consideration list, screening of cases, trade test, interview as per promotion norms. | APO → AO-III (A) | Aug - Dec every year |
| | Issue of promotion order: | | |
| | 1.Cases sent to DAE (S&T - Group A) | APO → AO-III (A) →CAO →Director →DAE | 07 days from the date of approval of Minutes |
| | 2. Cases sent to BARC (S&T - Group A&B) | APO → AO-III (A) → CAO → Director → DAE | 07 days from the date of approval of Minutes |
| | 3. Cases dealt in DCSEM (S&T - Group B&C and WA) | APO → AO-III (A) → CAO → Director | 07 days from the date of approval of Minutes |
| | Promotion of Administrative and Auxiliary staff | | 07 days from the date of approval of Minutes |
| 04. | Intimation of PRIS-I(Individual incentive) to Accounts | APO → AO-III (A) → 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 | APO → AO-III (A) → CAO → Director → DAE | 07 days from the date of approval of Minutes by DAE/Director |

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|---|---|---|---|
| | 3 Review Committees in DAE&<br>1 Review Committee in DCSEM | | |
| 06. | Modified Assured Career Progression Scheme(MACP) – Twice in a year<br><br>After Screening by the Committee<br>Cases dealt by DAE (Gr A & B Cadre Officers)<br><br>Cases dealt by DCSEM<br><br>Issue of MACP Order | APO →AO-III (A) →CAO → Director→ DAE | January& June<br><br>February &July<br><br>End of the month in which the cases are due for MACP |
| 07. | Compilation of SC/ST/OBC Roster<br><br>Roster entry<br><br>Inspection of all Rosters | APO → AO-III (A) → Liaison Officers for SC/ST/PwBD & OBC | As and when new appointments are made<br><br>By 31st January each year |
| 08. | Reports & Returns (26 Nos.)<br><br>Quarterly &Half Yearly<br><br>Annually | | Within 10 days after completion of period<br><br>Within 15 days after completion of period |
| 09. | Furnishing of information under Right to Information Act – 2005 to CPIO(A) | APO → AO-III (A) → CPIO(A) | 7 days |
| 10. | Furnishing Statistical Information to other Sections in DCSEM/DAE | APO → AO-III (A) → CAO | 2 days |

## 9. RAJBHASHA SECTION

| Sr. No. | Activities | Decision Making Level | Time Frame |
|---|---|---|---|
| 01. | Translation (English to Hindi & Vice Versa)<br><br>Administrative material 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. | DD (OL) | 2 days |
| 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) | 5 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 |
| 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 |

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|---|---|---|---|
| 09. | Preparation & issue of OLIC minutes | DD (OL)→ CAO→ Director | 2 days |
| 10. | Organizing:<br><br>Hindi training (Prabodh / Praveen / Pragya&Parangat)<br><br>Hindi Typing<br><br>Hindi Stenography Training classes for DCSEM employees<br><br>Unicode training by Hindi Teaching Scheme - 5 days course | DD (OL)→ CAO | <br><br>Twice in a year<br><br>Twice in a year (as per requirement)<br><br>Once in a year (as per requirement)<br><br>Minimum 4 sessions in a year |
| 11. | Hindi competitions for DCSEM employees | DD (OL)→ CAO→ Director | July – Sept every year |
| 12. | Preparation of Hindi Progressive Report reg. use of Hindi in DCSEM.<br>Quarterly<br><br>Half Yearly<br>Annual Evaluation<br>Annual report<br>Model questionnaire of Parliamentary Committee on OL (as and when required by DAE)<br>Submission of Rajbhasha Shield report to DAE<br>Submission of TOLIC Rajbhasha Shield report | DD (OL)→CAO→ Director | <br><br>Within 2 days on receipt of reports from section<br><br>2 days<br>2 days<br>2 days<br>10 days<br><br>2 days<br><br>2 days |

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| | to TOLIC, Navi Mumbai | | |
| 13. | Active participation & follow up actions in ‘‘Town Official Language Implementation Committee, Navi Mumbai”.<br><br>TOLIC Activities:<br><br>Attending meetings<br><br>Participation in competitions organized by TOLIC (as per TOLIC schedule)<br><br>RajbhashaVarta | DD (OL)→ CAO→ Director | <br><br><br><br><br><br>Half yearly<br><br>5 days in a year<br><br><br><br>1 day |
| 14. | Implementation of DAE-Incentive scheme for use of Hindi. | DD (OL)→ CAO→ Director | Quarterly |
| 15. | Organizing Joint Hindi Workshop for employees of HWB/DPS/DCSEM/AERB/BRIT/NRB. | DD (OL)→ CAO→ Director | Quarterly |
| 16. | Organizing Joint Hindi Week Competitions for staff of HWB/DPS/ DCSEM/AERB/ BRIT/ NRB. | DD (OL)→ CAO→Director | Once in a year |
| 17. | Organising Joint Hindi Saptah, Hindi Diwas, Vishwa Hindi Diwas& Prize distribution and Cultural Functions. | DD (OL)→ CAO→ Director | Once in a year |
| 18. | Hindi Library-<br>Daily issue and return of Hindi books/magazines<br>Purchase of Hindi books and magazines | DD (OL)→ CAO→ Director | <br>Daily between 2.30 – 3.30 PM<br><br>Once in a financial year |

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| 19. | Internal Section wise OL inspections | DD (OL)→ CAO→ Director | 30% sections in a year |
| 20. | Publication of DCSEM In house Magazine 'Nirman' | DD (OL)→ CAO→ Director | Once in a year |
| 21. | 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 – Sub Committee & Apex Committee
2. Allotment of Transit Accommodation at Old Mandala Anand Bhavan
3. Allotment of Essential Service Quarters
4. Alternate Accommodation Allotment Committee

**2. ENFORCEMENT**

1. Mumbai Township Management Committee (MTMC)
2. DAE Township Advisory Committee (DTAC) earlier Trombay Township Advisory Committee (TTAC)
3.. Shops Allotment Advisory Committee (SAAC)

**3. GENERAL SECTION**

1. Telephone and Internet Committee
2. Vehicle Condemnation Committee
3. Standing Survey Committee conducted for Stores
4. Technical Evaluation Committee for Furniture repair works

**4. ESTABLISHMENT SECTION**

1. Standing Committee for confirmation of employee w.r.t. Group A, B, C of DCSEM employee.
2. NPS Oversight Committee
3. Committee for granting permission for acquiring AQ

**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 Drivers
9. Committee for Trade Test for appointment/promotion to Technical Grades
10. Committee for Trade Test for promotion of Drivers to next higher grades
11. Internal Screening Committee for Group A non ACC posts
12. Review Committee for Group B ( Gazetted) and ( Non-Gazetted) employees

**6. RTI SECTION**

- Suo-Motu Disclosure Committee
- Mumbai Sports & Cultural Management Committee

**7. RAJBHASHA SECTION**

1. Constitution of OLIC
2. Constitution of TOLIC
3. Constitution of Joint OLIC

## FORMS AVAILABLE IN ADMINISTRATION (soft copy available in DCSEM website)

**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. RECRUITMENT 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.

**Nodal Officer for RTI in DCSEM**

| | | |
|---|---|---|
| Name & Designation | - | Director (P&A) / CAO & Nodal Officer |
| Office Address | - | DCSEM, 2nd Floor, North Wing, V.S.Bhavan, Anushaktinagar, Mumbai – 400094 |
| Contact No. | - | 022-25487220 / 24 |
| Email | - | cao@dcsem.gov.in / rtisection@dcsem.gov.in |

**Central Public Information Officer (CPIO) and First Appellate Authority**

| Subject Matter | Designation of CPIO | Designation of First Appellate Authority |
|---|---|---|
| Matters relating to Administration Sections (Recruitment, Establishment and RTI) and Accounts Section any other matter which may be assigned in addition to above | Administrative Officer-lll (Admin.), DCSEM, V.S.Bhavan, Anushaktinagar, Mumbai - 400 094. Ph.: 022-25487223 Email: ao3admin@dcsem.gov in | Director (P&A)/ Chief Administrative Officer, DCSEM, V.S.Bhavan, Anushaktinagar, Mumbai - 400 094. Ph.: 022-25487220 / 24 Email: cao@dcsem.gov.in |
| Matters relating to Estate Management Sections (Allotment, Enforcement and Recovery) and any other matter which may be assigned in addition to above | Administrative Officer-III (EM), DCSEM, V.S.Bhavan, Anushaktinagar, Mumbai - 400 094. Ph.: 022-25487294 Email: ao3em@dcsem gov.in | Director (P&A)/ Chief Administrative Officer, DCSEM, V.S.Bhavan, Anushaktinagar, Mumbai - 400 094. Ph.: 022-25487220 / 24 Email: cao@dcsem.gov.in |

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| Matters relating to Land, Vigilance & General Section and any other matter which may be assigned in addition to above | Administrative Officer-lll (LVG), DCSEM, V.S.Bhavan, Anushaktinagar, Mumbai - 400 094. . Ph.: 022-25487208 Email: ao3land@dcsem.gov.in | Director (P&A)/ Chief Administrative Officer, DCSEM, V.S.Bhavan, Anushaktinagar, Mumbai - 400 094. Ph.: 022-25487220 / 24 Email: cao@dcsem.gov.in |
| Matters relating to Scientific and Technical Sections and any other matter which may be assigned in addition to above | Chief Project Engineer (P) DCSEM, V.S.Bhavan, Anushaktinagar, Mumbai - 400 094. Ph.: 022-25487320 Email: panda@dcsem.gov. in | Chief Engineer (ESG), DCSEM, V.S.Bhavan, Anushaktinagar, Mumbai - 400 094. Ph.: 022-25487323 Email: ceesg@dcsem. gov.in / dsengupta@dcsem. gov.in |

**Assistant Public Information Officer**

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|---|---|
| To receive requests or appeals and forwarding the same to the concerned CPIOs or Appellate Authorities. | Assistant Personnel Officer (RTI/Estt.), DCSEM, V.S.Bhavan, Anushaktinagar, Mumbai - 400 094. Ph.: 022-25487203 Email: aporti@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 at www.pgportal.gov.in by 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, Administrative Officer(Admin), DCSEM is designated as Grievance Redressal Officer. Being a Grievance Redressal Officer, 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**

| | |
|---|---|
| Smt. Sangeeta Nakhwa | Office: 022-2548 7223 |
| **Administrative Officer (Admin), DCSEM** | Fax: 022-2557 0026<br>E-mail : ao3admin@dcsem.gov.in<br>Website : www.dcsem.gov.in |

**List of other organizations with whom co-ordination is being carried out.**

1. Brihanmumbai Municipal Corporation (BMC)
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 (IOCL)
13. Bharat Petroleum Corporation Limited (BPCL)
14. Hindustan Petroleum Corporation Limited (HPCL)
15. Reliance Industries Limited
16. Gail (India) Limited
17. Mumbai Port Trust
18. State Bank of India (SBI)
19. Department of Post
20. Punjab National Bank (PNB)
21. Brihanmumbai Electric Supply & Transport Undertaking (BEST)
22. City & Industrial Development Corporation of Maharashtra Limited (CIDCO)
23. Breach Candy Hospital
24. Mahanagar Telephone Nigam Limited (MTNL)
25. Bharat Sanchar Nigam Limited (BSNL)
26. New Towm Kolkata Development Authority (NKDA)
27. Kolkata Municipal Corporation (KMC)
28. Navi Mumbai Municipal Corporation (NMMC)
29. West Bengal Fire & Emergency Services (WBF&ES)
30. Tata Power Company Limited (TPCL)
31. Adani Electricity Mumbai Limited (AEML)
32. Mahanagar Gas Limited (MGL)
33. Mumbai District Central Co-Operative (MDCC)

**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 years.

Class III. to be retained for 8 years.

Class IV. to be retained for 15 years.

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 in DCSEM website.

## 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 Unauthorized Occupants) Act
16. Official Language Rules
17. Official Secrets Act
18. Atomic Energy Act -1962
19. Constitution of India
20. Manual of Office Procedure
21. Central Govt. Employees' Group Insurance Scheme

22. DAE Family Relief Scheme

23. Benevolent Fund

24. Merit Promotion Scheme of DAE

25. Recruitment Rules of DAE without going to UPSC

26. Immediate Relief Scheme

## -CONCLUSION-

# Annexure – I

**Standard Format for submission of proposals for approval of Deviated/Extra/Substituted Items**

**Date:**

| | | | | |
|---|---|---|---|---|
| Name of work | : | | | |
| Agency | : | | | |
| W.O. Reference | : | | | |
| Stipulated Date of Commencement | : | | Stipulated date of Completion | |

**1. DEVIATED /EXTRA/SUBSTITUTED ITEMS ALREADY APPROVED/ UNDER CONSIDERATION:**

| S. N. | Brief Description of item | Qty | Unit | Rate | Amount | Status |
|---|---|---|---|---|---|---|
| | | | | | | |

**2. ITEM PROPOSED NOW**

| S. N. | Brief Description of item | Qty | Unit | Rate | Amount | Status |
|---|---|---|---|---|---|---|
| | | | | | | |

| | | | |
|---|---|---|---|
| **3** | **HISTORY** | : | |
| A | Contract Provision | : | |
| B | Drg. Provision | : | |
| C | Reason for new item | : | |
| D | Justification | : | |

| | | | |
|---|---|---|---|
| **4** | **TECHNICAL DETAILS** | **:** | |
| (i) | Supporting documents by contractor for his claim along with analysis of rates | **:** | |
| (ii) | Supporting documents by Engineer-in-charge for his recommendation. | **:** | |
| (iii) | Reference to CPWD norms of rate analysis, if any | **:** | |
| (iv) | Drawing No. | **:** | |
| **5** | Rate Adopted | **:** | |
| **6** | Financial implication & source of extra funds if required | **:** | |
| **7** | Competent authority | **:** | |

Date:

Engineer-in-Charge

**Encl.:**

i) Standard proforma
ii) Drawings
iii) Contractor`s letter of claim/ acceptance of rate
iv) Rate Analysis by contractor
v) Rate analysis for recommended rate by Engineer-in-charge

## PROFORMA FOR USE OF SITE ENGINEERS FOR SUBMITTING DEVIATED/EXTRA/SUBSTITUTED ITEM (D.I/E.I./S.I.)

**(For single item only)**

| | | |
|---|---|---|
| 1. Name of work | : | |
| 2. Agency | : | |
| 3. W.O. No. & Amount | : | |
| 4) Scope of Item | | |

Sr. No. of Substituted item for the Work/Project: (Sr. to be filled by Engineer-in-Charge)

| Full description of the item | Qty. | Unit | Rate as claimed by the Contractor | As recommended by the Engineer-in-Charge | |
|---|---|---|---|---|---|
| | | | | Rate | Amount |
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

| | | | |
|---|---|---|---|
| **Note:**-i) | Nature of item Substituted/ Partially Substituted/ Deviated/ Extra | : | |
| ii) | Details/ rate analysis with supporting documents in respect of col.4,5&6 are enclosed | : | |
| iii) | C/S for the substituted item is enclosed | : | |
| iv) | Sketch/ drg. Showing details for the item is enclosed | : | |
| v) | Basis of Rate Analysis for the Recommended rate | : | |
| vi) | Market rates adopted & labour constants for non-scheduled items considered in the analysis are | : | |

| | | | |
|---|---|---|---|
| | enquired/verified by me. | | |
| 5 | Amount/financial effect of Deviated/Extra /Substituted items | : | |
| 6 | Total amount of Deviated/ Extra/Substituted item already sanctioned | | |
| 7 | Likely total amount of Deviated/Extra/ Substituted items including proposed item | : | |
| 8 | % age of total Substituted items over work order amount | : | |
| 9 | Deciding authority for this item (with date) | : | |
| 10 | Ground/ Necessity for the Deviated/extra/Substituted item | : | |
| 11 | Period during which the item has been executed<br>(if already executed) | : | |
| 12 | Financial effect of the item & source to meet with extra expenditure involved, if any | : | |

Engineer-in-Charge

(P.T.O.)

## For use in Quantity Section

| | | | |
|---|---|---|---|
| **1** | D.I. Item No. | **:** | |
| 2 | Whether rate is acceptable | **:** | |
| 3 | If not, detailed rate analysis on the rate recommended | **:** | |
| 4 | Reason for variation in Rate | **:** | |
| | i) | **:** | |
| | ii) | | |
| | iv) | | |
| | v) | **:** | |
| | Contractor`s signature for acceptance of rate recommended | **:** | |

**Checked by in Qty. Section**

**Engineer –in-charge (Q)**

**Forwarded for approval**

**Head (QS)**

# Annexure – II

## Directorate of Construction, Services & Estate Management

### Monthly Safety Status Report for the Month of _____

Date:

**Project:**

**A) Division**:

**B) Safety Performance**

i) Untoward incident:

| SN | Nature of Untoward incident. | Date of incident | Details of incident | Actions taken |
|---|---|---|---|---|
| 1 | Fall from height / electrocution / Snake bite / injury at work place / any other) | | | |

II) Present condition of persons injured during last three months:

| Sl.no. | Date of incident | Name of the injured person | Condition of the injured persons |
|---|---|---|---|
| 1 | | | |

**C) Safety Training: -**

| SN | Training Programme | Date | Location | No. of participants | | | |
|---|---|---|---|---|---|---|---|
| | | | | Engineers | Supervisors | Construction workers | Others (specify) |
| 1 | Pep talks by Site engineer / maintenance in charge | | | | | | |
| 2 | Pep talks by Engineer In charge | | | | | | |
| 3 | Pep talks by contractor's staff | | | | | | |

**D)** Comments of any safety authority visit at site:

Approved by
Chief Engineer

**To**

**Manager (Safety), DCSEM**

# Annexure – III

## Monthly Progress Report

**PROGRESS REPORT FOR THE MONTH OF**

Name of Work:

Agency :

W.O. No, date & Amount:- W.O.Amount :

Time Period :

Stipulated date of Commencement :

Stipulated date of Completion :

T.S. No, Date & Amount :

F.S No, Date & Amount :

**DETAILED PROGRESS :**

| Sr.No | Activities as per approved phase programme | Total Qty | Qty of work planned as per approved phase programme | Qty of work done up to | % Progress up to Last Month | | % Progress during this month | | % Progress up to date | | Plan for the next month in % |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Planned | Actual | Planned | Actual | Planned | Actual | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

Value of work done up to :

Value of work done up to Last Month :

Value of work done in this month(including material procurement) :

Value of work planned for the next month :

Percentage Financial progress of the work as on ----------:

Percentage Physical progress of the work as on ----------:

**LIST OF MATERIALS PROCURED:**

| Sr. No | Description of Materials | Qty.of material brought to site |
|---|---|---|
| | | |
| | | |

**BRIEF STATUS OF WORK :**

| Sr.No | Particulars | Physical status of the work |
|---|---|---|
| | | |

Engineer-in-Charge

To
Technical Coordinator (P)
DCSEM

**Copy for favor of information to :**

1) CE 2) CPE 3) Users rep.

# DIRECTORATE OF CONSTRUCTION, SERVICES AND ESTATE MANAGEMENT

3RD FLOOR, VIKRAM SARABHAI BHAVAN, ANUSHAKTINAGAR,
MUMBAI – 400094