



केन्द्रीय लोक निर्माण विभाग  
**CENTRAL PUBLIC WORKS DEPARTMENT**

नियम - पुस्तिका  
**MANUAL**



नियमित स्थापना और कार्यालय पद्धति  
**REGULAR ESTABLISHMENT AND OFFICE  
PROCEDURE**

**2013** संस्करण  
**2013** EDITION

## FOREWORD

It gives me great satisfaction that CPWD Establishment Manual - 2013 is ready now. The last edition of CPWD Establishment Manual was published in 1992 as CPWD Manual Vol.I and this edition is renamed as "CPWD Establishment Manual – 2013". In view of many changes that have taken place in the instructions of Govt. of India referred to in the Manual as also the Set up of the Department after publication of the last edition, the revision of CPWD Manual Vol.I became inevitable. Owing to various changes and revised organization set up of the department this revised edition is almost rewritten afresh including additional checkers. The gist of the latest government orders and circulars on various subjects have been incorporated.

I would like to express my thanks to Sh. Sansar Pattanayak, Addl. DG (ER-I) for his hard work and also appreciate sincere efforts of his team with whose efforts Manual has been updated now.

The downloadable copy of new 'CPWD Establishment Manual – 2013' shall also be uploaded on CPWD website ([www.cpwd.gov.in](http://www.cpwd.gov.in)) very soon and its soft copy shall be updated on regular basis for the convenience of officers of the Department.

Any suggestion for further improvement of this Manual may be addressed to Dy. Director General (Pers.) Room No. A-204, Nirman Bhawan, New Delhi.

**Place: New Delhi**

**Date:-**

**(Virendra Kumar Gupta)**

**DIRECTOR GENERAL, C.P.W.D.**

## PREFACE

1. The Central Public Works Department is an Engineering Department. Unlike some of the other Government Departments who have separate Cadre of officers to discharge functions relating to Administration and Accounts, CPWD officers have to discharge these function in addition to Engineering works. The rules and procedures to be followed by the Government Departments are formulated and notified by DoP&T, Department of Expenditure (Ministry of Finance) and other nodal Departments of Government of India. This manual has been prepared with the aim of giving general information and guidelines which will facilitate CPWD officers in discharging their duties smoothly.
2. The first volume of CPWD Manual (Vol-I) was first published in 1956 and the last edition was published in 1992. Over the last 21 years there have been major changes in different cadres and also changes in rules and procedures. Hence, the manul has been rewritten instead of revision and has been renamed as "CPWD Establishment Manual-2013"
3. For easier appreciation and understanding, the manual has relied on tables which are easily understood by Engineers. In addition to chapters dealing with organizational structure, Recruitment / Promotions, Transfer etc, new chapter dealing with Directorate has been introduced so that working of the Directorate is known to all. New Chapter on Personnel Information Management System (PIMS) has also been introduced. The manual includes the CPIOs and Appellate Authorities for various offices under RTI. For the first time, the Manual also lists officers responsible for disposal of cases of important nature.
4. As a consequence to 6<sup>th</sup> Pay Commission followed by Cadre Review of Engineering & Architectural Cadre, many changes have taken place which are yet to stabilize. In addition, revision of recruitment rules of some of the cadres are yet to be completed. Hence, this manual will need revision within the next two to three years so as to incorporate all changes that are likely to take place in near future.
5. The guidelines in the manual are general in nature. In case of any doubt or ambiguity, the rules and procedure published by Govt. should be referred to. I hope that this edition will be found informative and useful and will enable our officers and staff to discharge their functions expeditiously and efficiently.
6. I would like to express my thanks to officers in the Directorate as well as in other units who were associated in rewriting various chapters and the useful contribution made by them.
7. May I request all the Chief Engineers, Superintending Engineers and Executive Engineers of the department to kindly go through this edition of the Manual and forward their comments and suggestions and point out mistakes Dy. Director General (Pers.) Room No. A-204, Nirman Bhawan, New Delhi, if any, so that these could be kept in view while bringing out the next edition.

Place: Kolkata  
Date:

**(SANSAR PATTANAYAK)**  
Addl. DG (ER-I), CPWD

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## **CHAPTER – 1**

### **History of Public Works and Central P.W.D.**

During 159 years of its existence, CPWD has executed variety of works in very different and demanding geographical and climatic conditions. The experience so amassed, have been converted into Manuals and procedures that lay down the norms and guidelines for execution of work. The public works accounting system followed in CPWD provides total transparency and perfect accounting of public money spent on construction and maintenance of the asset. Well established procedures and guidelines ensure an open and transparent working in CPWD where accountability is well defined.

#### **1.1 History of Central Public Works Department**

Execution of public works was an organized function of the State from time immemorial. The present form of Public Works Departments in our country was officially recorded on 12<sup>th</sup> July, 1854 when Lord Dalhousie, the Governor General of British India recommended the creation of a Central Agency by establishing an office of Secretary, Public Works, Government of India Works. Central Public Works Department traces its origin to opening of first division at Ajmer, its Executive Engineer reporting to Superintending Engineer located at Mount Abu, for executing all Imperial Works, Provincial Works, Military Works, Local Funds Works and Famine Relief Works etc. Substantial work for installation of railway lines especially in Phulera – Marwar Junction meter gauge line was done by Ajmer Division till 1905, when Railway Branch of Public Works was turned into a separate Department in its present form. Simultaneously the Public Works in organized manner were also started in provinces of Bengal and Madras.

#### **1.2 Ancient Time**

Archaeological finds at Mohenjo-daro and Harappa have revealed the building traditions of India prevalent 300 years before the Christian Era. Houses with burnt brick construction although without ornamentation, complete with drains, storeys, pipes, verandahs, swimming pool and hot air baths and wide streets as discovered consequent to the scientific excavations at these sites, establish that these townships provided to their citizens comforts and luxuries not available anywhere in the world during those times.

Kautilya's Arthashastra, one of the immortal works on Government functions and politics, written as early as 300 years before Christian Era, speaks of Officers of the State in-charge of Finance, Public Works and Royal Correspondence. According to this Shastra, duties of a King included construction of reservoirs filled with water, either perennial or drawn from other sources and providing sites, roads and other such necessary requirements to those who constructed the reservoirs of their own accord. It is stated there that-

"Whoever stays away from any kind of co-operative construction shall send his servants and bullocks to carry on his work and shall have a share in the expenditure but no claims to profit."

This system, nearly 2300 years ago, was the initiation of the idea of community projects. This ancient book contains details of layouts of villages, townships, forts, width of roads, hamlet roads, royal roads, roads leading to Military stations, gardens, groves and forests, burial grounds, etc., which remind us of the fact that the idea of modern town planning are not really modern, as presumed by us.

The art of stone cutting and carving was well developed during the times of Ashoka the Great. The Ashoka Pillars called monolith were made of the single blocks of sand-stone and were polished to appear like metallic columns. These were 40' to 50' in height and their tops were crowned with figures of animals like the lion, the elephant and the bull. Some of these stand till today, which speak volumes about the skill of the craftsmen of those days. The simplicity, extra-ordinary precision, accuracy and spirited realism of the Mauryan art was praised by Mr. John Marshall, one of the great authorities on ancient history and archaeology. Another great authority on ancient Indian history, Dr. Smith observed that the skill of the stone cutter might be said to have attained perfection. That, these pillars had to be taken away from the quarries, cut and carved, transported to various places and erected in a single piece bears eloquent testimony of the skill and knowledge of the stone cutters and the engineers of the Mauryan age. A Chinese pilgrim who came to India thousand years after these pillars were erected spoke of these stone buildings of having been erected by 'spirit'. The accounts of another Chinese pilgrim, who came to India in seventh century and lived for ten years in the University of Nalanda has spoken highly of grandeur of this great temple of learning in ancient India. It had an observatory and a large library in three buildings, eight halls, and three hundred

rooms. The University of Nalanda in its conception and grandeur compares favourably with the best of our modern Universities and is a great tribute to the engineers and artisans of those days.

The tradition of construction activities did not end with the Hindu period of Indian History. The buildings constructed during the regime of Khilji Kings and Slave King Kutub-ud-din carried on this tradition. Kutub Minar at Delhi, the foundations of which were laid in the year 1231, with its overwhelming strength and its perfection, symmetry and ornamental finish prove that we were capable even in the 13th century to build structures involving high technical details. King Feroz Tughlak had a passion for building cities. During his life time, he built two cities, Firozabad where modern Delhi now stands, and Jaunpur. He is also credited with 845 Public Works. He had eminent Architects of those days in the persona of Malik Ghazi Shahana and Abdur Hakk. The buildings constructed by King Feroz were virile, strong and very sincere in purpose.

### **1.3 Moghul Period and after**

The Moghul Kings maintained the tempo of building activities, in the shape of well-designed townships, palaces, forts and memorials. A contemporary Englishman, Ralph Fitch, who visited Agra and Fatehpur Sikri described these as "great cities either of them much greater than London". Humayun's Tomb in Delhi, completed in the year 1569, is a building of exceptional merit famous for its domes. Emperor Akbar commenced the fortification of Agra and Allahabad and constructed many buildings of red stones at Agra. The greatest architectural creation of Akbar is Fatehpur Sikri with nine gates. King Jehangir was also a patron of architecture and painting. His special taste in gardens was exhibited in the perfection attained by the Moghul gardens such as Shalimar Bagh in Kashmir.

King Shah Jehan needs specific mention in this respect. The new city at Delhi known in those days as 'Shahjehanbad' was built by him during the years 1638-48 and became the Imperial Capital of the Moghul Empire thereafter. The Red Fort at Delhi and Agra Fort are the product of gigantic work undertaken by the Moghul Kings. The layout and luxurious services provided therein are proof of the competence of the engineers of those days. Taj Mahal at Agra built during 1632-53 by King Shahajehan in the memory of his Queen Mumtaz Mahal represents the

architecture of those days at its best. This has been acclaimed as a structure of an extreme beauty and has been described as 'a poem in marble.'

#### **1.4 Maratha Empire**

The last two great Hindu Empires of India, the Vijayanagar Empire and the Maratha Empire also had glorious building traditions. Maratha capitals were well fortified. Raigadh, which was the Imperial capital for 16 years was a well planned city, provided with tanks, ponds and cisterns. Ganga Sagar and Kushavarta tanks are fairly large and remind us again of Kautilya's Arthashastra that a capital must be provided with wells, tanks and pools. It has been established that in building Rajgadh towards the end of 18th century and early 19th century, the Marathas followed very closely the town planning ideas as laid down by Kautilya. The logical inference is that these conventional rules of town planning have been transmitted from generation to generation in this country since centuries before Christian Era.

Same applied to the city of Vijayanagar, the capital of Vijayanagar Empire. It had more than hundred thousand dwelling houses in it. The existing buildings at Hampi, remains of Vithalaswamy temple, the town or Nangalpur (Hospet) are the best examples of ornateness, and flowers of sculptured art patronized by the Vijayanagar court.

In the South, the great Pallavas, Cheras, Cholas and Pandya Kings carried on the great artistic and building traditions in India. The rock cut temples of Mahabalipuram (about 50 Kms. from Madras) the famous temples of Madurai, Rameshwaram, Chidambaram and Tanjore bear testimony to the ancient South Indian art of temple building. The acoustic arrangements provided for Saraswati Mahal Palace at Tanjore built by the ancient Tamil Kings go to show that engineers at that time were fully conscious of such requirements.

#### **1.5 British Period**

The East India Company which started as a trading concern in India had a general Civil Service for attending to multifarious duties of administration which vested in Convented services. As a result of Industrial Revolution in Europe in 18th century, which affected the general conditions throughout the world, the working of East India Company underwent a close scrutiny and criticism and the need for construction of roads, railways and irrigation works etc. came to the forefront.

While the works of construction of railways were given to different companies, the public works like roads, buildings and irrigation were entrusted to the charge of Military Boards in all the three Presidencies of Calcutta, Madras and Bombay. These works were mostly of a military character comprising of barracks and other buildings for troops and a few military roads. This arrangement continued from the year 1773 to 1854.

In the year 1849, when Punjab was also annexed by the British, a Department for Public works was created. It was immediately entrusted with the improvement of Grand Trunk Road to Peshawar including construction of about 100 bridges on it and the construction of the Upper Doab Canal. The roads from Kalka to Simla and Chini to Sutlej and the work of Upper Ganges Canal were also completed by the year 1854. Although these public works by the British Government involved simple construction of buildings and roads etc., which were nothing of the monumental type constructed earlier in the country, a beginning with the Public Works Department was made.

#### **1.6 P.W.D. Secretariat**

With the success of the Public Works Department in Punjab, as distinct from the Military Boards, similar Departments were set up in Bengal, Madras and Bombay in 1854. Each was placed under the charge of a Chief Engineer under the Lt. Governor of the Province. To co-ordinate the activities and to have budgetary control over the Provincial P.W.Ds, a Secretary of the Department of Public Works was appointed in the Government of India for the first time in the year 1854. He was also vested with all powers of the Military Boards. The workload of the Public Works throughout the country during the year 1850 was Rs. 60 lakh, which rose to Rs. 226 lakh by the end of year 1854. Of this, nearly Rs. 100 lakh were spent on communications including navigable canals, about Rs. 54 lakh on irrigation, nearly Rs. 56, lakh on military works, Rs. 3 lakh on land for railways and the rest on other miscellaneous works.

During the years 1863-66, the Department of Public Works in Government of India was split into three separate branches to deal with Military works, Civil and irrigation and railways works. These branches were placed under the charge of an Under Secretary each in the Government of India in the year 1867 and had an Inspector General of Works attached to each of them to co-ordinate the functions

of each wing throughout the country. By the year 1870, the posts of Under Secretary controlling these three Branches were upgraded to those of Deputy Secretary. In 1872, it was decided that the Branches dealing with the Military Works should be transferred from the Public Works Secretariat to the Military Department. Although this transfer was completed by the year 1890, Public Works in frontier towns in Baluchistan and Frontier Provinces were continued to be carried out by the Military Engineering Department so as to avoid dual work agencies in places of strategic importance.

With the formation of Local Boards in the year 1872 such as District and Municipal Boards, large number of works were transferred to these bodies. The functions of the Government of India were then limited to laying down of the policy and occasional local inspection of the large project works by the Member or Secretary of Public Works Department. The Public Works being executed under the direct supervision of the Government of India at that time comprised the works of Simla Imperial Circle looking after construction and maintenance of Central Government buildings at Simla. There was also a Division office at Dehra Dun, which was originally created for the construction of Forest Research Institute, Survey of India Department and buildings of other Central Government Departments at Dehra Dun.

### **1.7 Formation of Central P.W.D. at Delhi**

On the proclamation of change of the Capital from Calcutta to Delhi in December 1911, it became necessary to organize a Public Works Department exclusively for building the new Capital. A committee of Experts was appointed by the Secretary of State to advise the Government with regard to the site of the new Capital and its layout. Sir Edwin Lutyens an eminent and world famous Architect was chosen to be the Architect and Designer of the new capital city. After approval of the plans, the charge of execution of the work was entrusted to Imperial Delhi Committee, which had Chief Commissioner of Delhi as President and Chief Engineer as Engineer-Member. The first estimate of Project as framed by them was for Rs. 1050 lakh. It was taken up for execution in December, 1913. The works of the Capital Project were, however, held up due to First World War in 1914 and the tempo slowed down from 1914-15 to 1919-20. The expenditure varied between Rs. 39 to 54 lakh per year. The tempo of the works picked up in the year 1920-21 onwards and the estimate was revised to Rs. 1307 lakh.

The works of the Capital Project were under the charge of a Chief Engineer who had a Superintending Engineer (Civil), a Superintending Engineer (Electrical & Mechanical) and one Executive Engineer to assist him. The post of the Executive Engineer was held by Sir Teja Singh Malik, who was later on conferred with the title of Sardar Bahadur and also knighted. Sardar Bahadur Sir Teja Singh Malik in due course became the first Indian Chief Engineer of the Central P.W.D. The Chief Engineer was under the Administrative control of the Chief Commissioner, Delhi and later on became Secretary to him for the Project Works. With gradual completion of the Capital Project Works, the Public Works Organization was transferred to the administrative control of Department of Industries and Labour in Government of India. The Central P.W.D. thus, came into existence on 1<sup>st</sup> April, 1930 to look after the vast office and residential campus of the Central Secretariat and allied Offices. The work done on the Secretariat and Rashtrapati Bhavan speak volume of the skillful work of artisans of the country in early twentieth century.

### **1.8 Nineteen Forties**

In the year 1930, the Department had a cadre of only two permanent Circles (Civil) i.e. Circle I and II and six Divisions for the works at Delhi, Simla, Dehra Dun, Ajmer and Indore. For development of Delhi, one Superintending Engineer was appointed as Secretary to the Chief Commissioner of Delhi for the Public Works Department. The Chief Engineer, Central P.W.D, under the Department of Industries and Labour, was also required to act as Technical Adviser to the Government of India in respect of Central Government buildings and roads. Thereafter activities of the Department extended far beyond Delhi and it was entrusted with the execution of specialised civil aviation works in Rangoon, Calcutta, Bombay, Karachi, Lahore, Baluchistan and Persian Gulf. The Central P.W.D. also had Estate Office under its control and it continued as such till 1944-45.

Consequent to separation of Sind and Orissa from Bombay and Bihar Provinces respectively in the year 1937, new construction programme in these two Provinces were entrusted to the Central P.W.D. It was further required to advise the British Government with regard to the works of Independent Public Works Organization in Andaman, Persian Gulf, Coorg and other centrally administered areas. Consequent to the above, the workload during the year 1935-36 onwards rose to Rs. 121 lakhs, with resultant increase in the number of Circles and Divisions from 2 and 6 to 4 and 18 respectively.

Apart from the above mentioned Public Works entrusted to the charge of Central P.W.D., it was required to carry out the construction works of Department of Archaeological, Posts & Telegraphs and Indian National Airways and other such Organizations as 'Deposit Works'. Gradually by the end of the year 1940 the Central P.W.D. was entrusted with all the centrally financed civil works.

The World War II brought heavy pressure of emergency works required for defence purpose. The Units at Bombay, Calcutta and Madras were augmented with creation of new Circles for meeting with the demand of increased workload. Immediately after declaration of war by Japan in December 1941, the Central PWD was called upon to accelerate completion of the works on various airfields, accommodation of army and communication services. The activities of CPWD during those days were mostly related to works of strategic importance scattered throughout four corners of the country from Burma borders to Baluchistan and Persian Gulf and Kashmir to Cape Comorin. The workload of CPWD thus increased to Rs.2752 lakh in the year 1945 and the number of units increased to 2 Chief Engineers one at Delhi and the other at Calcutta, 12 Circles and 70 Divisions. The Department acquitted itself creditably in the task entrusted to it and various projects were completed to the satisfaction of the authorities.

### **1.9 Independent India (1947 and after)**

The independence of the country also saw partition of the Nation which triggered large scale migration of population across the border. CPWD was faced with immediate task for rehabilitation of millions of refugee and also for creating road and other infrastructure in the changed geographical scenario to ensure proper connectivity and smooth communication.

CPWD successfully completed the task of establishment of seat of power in New Delhi, the Capital of Independent India and constructed all Government buildings in central vista, on either side of Rajpath (erstwhile King's Way). Vigyan Bhawan, the conference centre of the Government, constructed in 1950s with a futuristic vision by CPWD engineers and architects still stands as most modern and well equipped conference centre in the capital after being renovated by CPWD after being gutted by fire in 1990.

Grand buildings of National Museum and National Archives located diagonally on the crossing of Rajpath and Janpath are testimony of CPWD's capability of maintaining tradition.

CPWD marked its presence in Jammu region, Kashmir Valley and Ladakh in Northern most part of the country, severely affected by the partition of 1947 by successfully executing several prestigious projects such as Pathankot-Jammu highway, Jammu-Srinagar highway, Dhar-Udhampur road, Samba-Battal road, Airports at Jammu and Srinagar and All India Radio Station at Leh. Banihal tunnel (Jawahar tunnel on the Jammu-Srinagar highway) in the State of Jammu & Kashmir was constructed in the year 1954 by CPWD engineers with the help of foreign experts. CPWD was also entrusted with the construction work in the interiors of North Eastern States for laying out road network, setting up micro-hydel power plants and construction of residential, office and institutional buildings to bring the Eastern States, Andamans and other remote areas into the main fold of the country. Most of the places in these areas were inaccessible and CPWD engineers and workers had to trek for days together to reach their office/worksite.

CPWD took lead in nation building after Independence and got involved in the agriculture sector and created many irrigation infrastructure and godowns/ silos for storage of food grains. Foundations of infrastructure for Civil Aviation in the country was laid by CPWD engineers who converted many temporary runways created during World War II into regular air strips where many national and international airports were built. National Airports Authority of India was created in 1980s with a contingent of CPWD engineers. CPWD contributed in the field of communication and created the infrastructure for AIR and TV transmission. The infrastructure for Post, Telegraph & Communication Department was initially created by CPWD. Subsequently, P&T Civil Wing was carved out from CPWD as independent unit in 1970s.

Rapid urbanization demanded construction of multi-storeyed buildings and CPWD was the premier department of the Govt. of India to venture into construction of multi-storeyed buildings in the Govt. sector and its Central Design Organization specialized in providing design for multi storey buildings which were economical, durable, safe and earthquake resistant.

The versatility of CPWD was exhibited when it ventured into new areas for construction of scientific and research labs such as CBRI, CRRI, CSMRS, etc. Many infrastructures under the aegis of University Grants Commission (UGC) were also created by CPWD. For holding Exhibitions and International Trade Fairs, CPWD constructed infrastructure at Pragati Maidan for India Trade Promotion Organization (ITPO) in 1972 when first International Trade Fair was held in Delhi. Venturing into sports arena, CPWD created infrastructure for first Asian Games held in New Delhi in 1952. Thereafter next Asian Games were held in New Delhi in 1982 when world class facility in the form of JawaharLal Nehru Stadium, India Gandhi Indoor Stadium, Talkatora Stadium were created.

CPWD was also involved in the arduous task of construction of border fencing and flood lighting in 1990s onwards. The situation was most challenging when CPWD was asked to execute this work in the State of Punjab and J&K when the insurgency in these States was at its peak. Even under these circumstances, CPWD engineers and workers completed their task with sheer courage and determination. In the 1990's, CPWD specialized in construction of state of the art stadia, hospitals, institutional buildings and even ventured into off-shore construction and constructed jetties on the river Brahmaputra and Ganges for Inland Waterways Authority of India.

### **1.10 21<sup>st</sup> Century**

With the opening up of the economy towards the end of the 20<sup>th</sup> century, there was considerable emphasis on infrastructure projects and CPWD with its experience of nearly 150 years, rose to the occasion and had taken up various multi-storeyed construction projects for income tax, central excise. CPWD's contribution in modern construction is most visible in JLN Bhawan, Headquarters of Ministry of External Affairs, perhaps the last building recently designed and constructed by CPWD in the central vista between Rashtrapati Bhawan and India Gate having architectural features in coherence with Lutyen's style but internally it displays the grandeur as show window depicting resurgent India with exclusive finishes and modern systems besides being a highly rated "green building".

The morning of 24<sup>th</sup> Dec.2004, the country awoke to one of the largest natural calamities, experience by the people of India. Tsunami had struck the Andaman and Nicobar Islands as well as the eastern coast of the mainland which

resulted in huge loss of life and property. The re-construction and rehabilitation work in the Tsunami affected Andaman Nicobar Island was one of the greatest challenge before the country. CPWD Engineers rose to the occasion and constructed 7,966 dwelling units out of the total of 9997 units constructed in different Islands in and around Andaman and Nicobar. Out of the units constructed by CPWD, 3943 was constructed in Car-Nicobar and 972 in Little Island. The work was executed in far off and inhabitable locations. All the materials including fabricated trusses, timber, door windows, bamboo mat, light weight aerated blocks (foam concrete block) and sand was transported by ship from the mainland. The CPWD rose to the occasion and delivered when it mattered most.

The department took up widening and strengthening 1650km of state highways in the state of Bihar under Rashtriya Sam Vikas Yojana and has completed the same successfully.

Under the Prime Minister Gramin Sadak Yojana, CPWD has taken up the work of construction of road for connecting all villages to the nearest main road in the state of Bihar and the work is still progressing.

Icing on the cake of the achievements of CPWD Engineers came in the form of huge challenge for construction of world class stadia and city infrastructure for Commonwealth Games – 2010 with hardly 2-3 years left for the Games. The engineers had to complete these state of the art infrastructure facilities constructed for the first time in the country in the barest minimum time. Construction of Jawaharlal Nehru Stadium with membrane roof and 4.5 km elevated road named Barapullah Bridge is testimony of technical competency and dedication of CPWD engineers.

## **CHAPTER 2 FUNCTION AND SCOPE**

The Central Public Works Department (CPWD) is the principal agency of the Central Government engaged in construction and maintenance of Central Government assets financed from civil works budget. As per the provision of General Financial Rule (GFR) 126, the Central Government Department may now get construction & maintenance work done through organizations other than public works organization.

### **2.1 General Financial Rule 126 : The GFR 126 provides:**

- i) A Ministry or Department at its discretion may directly execute repair works estimated to cost upto Rs Ten Lakhs after following due procedure indicated in Rule 132.
- ii) A Ministry or Department may, at its discretion, assign repair works estimated to cost above Rs Ten Lakhs and upto Rs Thirty Lakhs to any Public Works Organization, which includes State Public Works Divisions, other Central Government organizations authorized to carry out civil or electrical works such as Central Public Works Department (CPWD), Military Engineering Service (MES), Border Roads Organization etc., or Public Sector Undertakings set up by the Central or State Government to carry out civil or electrical works.
- iii) All original works costing upto Rs Ten Lakhs may be assigned by the Ministry or Department concerned to a Public Works Organizations as defined in Rule 126 (2).
- iv) All original works estimated to cost above Rs Ten Lakhs and repair works estimated to cost above Rs Thirty Lakhs may be got executed through a Public Works Organizations as defined in Rule 126 (2) after consultation with the Ministry of Urban Development.

### **2.2 Functions of CPWD**

- i) Design, construction and maintenance of Central Government non-residential buildings other than those for Railways, Communications,

Atomic Energy, Defense Services, All India Radio, Doordarshan and Airports (IAAI & NAA).

- ii) Construction and maintenance of residential accommodation meant for Central Government Employees.
- iii) Construction works for Central Police Organizations i.e. CRPF, CISF, BSF, and ITBP as well as maintenance of assets of CRPF and CISF assigned to CPWD.
- iv) Construction works for establishments under the Cabinet Secretariat i.e. SSB, SIB etc.
- v) Construction works for public sector undertakings not having their engineering organization, other Government Organisations, Autonomous bodies and institutions as deposit work.

*“Deposit Works” are such works, which are undertaken at the discretion of the Director General, CPWD for which the outlay is provided wholly or in part from*

*a) Funds of a public nature but not included in the financial estimates and accounts of the Union of India.*

*b) Contributions from the public.*

- vi) Providing consultancy services in planning, designing and construction of civil engineering projects, as and when required by public undertaking and other autonomous bodies.
- vii) Construction of Embassy and other buildings / projects abroad at the request of Ministry of External Affairs and other Ministries.
- viii) Defence / Security related works assigned by the government such as border fencing & flood lighting works and Indo China Border Road Works (ICBR).
- ix) Construction of roads under PMGSY and RSVY programme.
- x) To undertake works under PPP/Alternate Funding mode.

### **2.3 Delhi PWD**

The Public Works Department of Government of Delhi is manned by officers of CPWD, who are engaged in construction and maintenance of residential and non- residential buildings, roads (excluding those under Municipal Corporation) in the state of Delhi.

## **2.4 Consultation & Advisory functions**

The Director General of CPWD functions as Technical Advisor to the Government of India and is consulted in various technical matters relating to construction and maintenance. The Ministry of External Affairs consults CPWD with regard to construction and maintenance of the Embassy buildings abroad. As Technical Advisor to the Government of India, the Director General of CPWD or his nominee is associated with technical bodies and / or Standing Committees of various Institutions and Organisations. Some of the important organizations are:

- a) Central Building Research Institute, Roorkee.
- b) Hindustan Prefab Limited in Delhi.
- c) Indian Institute of Technology, Delhi.
- d) Indian National Group of the International Association for Bridges & Structural Engineering.
- e) Indian National Society of Soil Mechanics and Foundation Engineering.
- f) Indian Roads Congress.
- g) Bureau of Indian Standards.
- h) Indian Institute of Public Administration.
- i) Indian Council for Forestry Research Education.
- j) National Buildings Organisation.
- k) National Productivity Council.
- l) National Defence Academy, Khadakvasla
- m) Central University of Rajasthan.
- n) Central University of Haryana.

## **2.5 En-cadred posts and deputation**

CPWD has encadred engineering posts in Ministry of Home Affairs, Department of North Eastern Region (DONER), Intelligence Bureau, Ministry of Environment & Forest, L&DO under Ministry of Urban Development. The engineering posts in valuation units under Income Tax department have been encadred in CPWD. In addition, various Ministries/ Departments of the Government of India, Public Sector Undertakings and Autonomous Bodies look up to CPWD for services of engineering personnel by way of deputation.

## Chapter 3 Organisational Structure and Principal Functionaries

The Director General, CPWD as head of the organisation is responsible for efficient administration and general professional control of all activities of the Department. He is the principal technical advisor to the Government of India on all technical matters within his purview.

### 3.1. Multi-disciplined organisation.

CPWD is a multi - disciplined engineering organisation with officers having core competency in the field of civil engineering, electrical & mechanical engineering, architecture and horticulture. Involvement & close co-ordination between all the four wings is of primary importance for efficient planning & smooth execution of the work. For effective control of works, unified command has been introduced at the level of Chief Engineer for officers belonging to Civil and Electrical wing. Thus works of civil, electrical and horticulture wing for a particular area or project will be under control of one Chief Engineer.

### 3.2 Organised Group "A" Service in CPWD.

There are 3 Group "A " Service in CPWD known by the names Central Engineering Service (CES), Central Electrical and Mechanical Engineering Service (CE&MES) , Central Architectural Service (CAS) which constitute officers of civil engineering, electrical engineering and architectural stream respectively. Appointment to the two engineering service is done through combined engineering service examination conducted by UPSC. The recruitment to CAS is done by UPSC through interviews.

### 3.3 Core posts in CPWD (Does not include encadred posts)

Sl.No	Post	Grade	Sanctioned Strength			
			Civil	Electrical	Architects	Horticulture
1.	DG (CPWD)	Apex	1*	-	-	-
2.	Special (DG)	HAG+	4	1	1	-
3.	Addl. DG.	HAG	10	3	2	-
4.	Chief Engineer/ Chief Arch/ DDG.	SAG	53	14	10	1
5.	Superintending	JAG	126	45	28	3

	Engr/ SA/ Director	(NFSG)				
6.	Executive Engr/ Architect/ Dy Dir	JAG/ STS	484	193	88	13
7.	Asst. Executive Engr/ Dy Arch	JTS.	100	25	54	-

\* The post of DG, is common to CES,CE&MES and CAS

### 3.4 Organisational Structure

DG, CPWD is assisted by Special DGs who head the regions and have Additional DGs and Chief Engineers reporting to them. The Chief Engineers in the Zones or project units report to Additional DGs who report to Special DG. In addition, the Chief Vigilance Officer who is an officer of the rank of Joint Secretary reports directly to DG, CPWD. Zones are headed by Chief Engineer (also called Zonal Head) who have Superintending Engineers and Executive Engineers under them. Similarly, Chief Architects report to Additional DGs.

The activities of different functionaries can be broadly divided into two groups i.e. head quarter function and works. The headquarter function constitutes over all administration, manuals & specification, vigilance, training, consultancy works through PPP/ Alternate funding mode etc. There are five Special DGs who manage the works in five regions i.e. Delhi & NCR, North, East, South & West. The works in CPWD head quarter is looked after by Spl.DG (HQ) The jurisdiction of Spl.DGs and Addl. DG/ Chief Engineers working under them are as under :-

Sl. No	Spl. D.G./ADG with Head Quarter	Chief Engineers with Head Quarter	Jurisdiction/Activities
1.	<b>Spl.DG (Hq). Central Office.</b>		
1.1	Addl.DG (Strategic Planning & Personnel) Central Office.	DDG (Pers.)  DDG (HQ) (At Central Office)	Cadre management (Gr – A)  Management of all other cadres including central office.
1.2	Addl. DG(Technological Development) Central Office.	DDG (Works)  DDG(e-Governance)  DDG(PPP)	Budget, Works management, official language, Parliamentary Committees. All e-governance initiatives  Public Private Partnership.

		CE (CDO)  CE (Contracts, Specifications & Quality Assurance) Civil  CE(Contracts, Specifications & Quality Assurance) Electrical (All in Central office/Delhi)  Executive Director (Consultancy Services Organisation)	Design of large projects,  Preparation of Works Manual, Specification, Schedule of Rates, Plinth Area Rates, Techno Legal Functions, Registration of firms, QA Policy & inspection.  Specifications, Schedule of Rates, Techno Legal Functions, Plinth Area Rates, Registration of firms i/c Specialised Firms, QA Policy & inspection.  Consultancy service to Public Sector organisation / autonomous bodies and foreign projects.
1.3	Addl.DG (Trg.) Ghaziabad.	CE(Trg Cum R&D) Civil CE(Trg. cum R&D) Elec Chief Arch (Trg cum R&D) (Ghaziabad).	Training Policy and Training of all officers including induction training of Group-A direct recruits.
<b>2.</b>	<b>Spl.DG (DR) New Delhi.</b>	DDG(BD)	Business Development
2.1	Addl DG (Arch) Central office	Chief Architect (NDR)  Chief Architect (DR)	Architectural design for works under Add DG (NDR) Architectural design for works under Add DG (DR)
2.2	Addl.DG (NDR)	CE (NDZ-I), CE(NDZ-II)), CE(NDZ-V), CE(NDZ-VI). Parliament civil works zone Parliament Electrical works zone.	All works in Central Delhi.  All works in Parliament complex (construction & maintenance)
2.3	Addl. DG(DR) New Delhi	CE (NDZ-III), CE(NDZ-IV)), CE(NDZ-VII), CE(NDZ-VIII).	All works in Delhi (excluding central area) including works in NCR i.e. Ghaziabad, Noida and Faridabad.
<b>3.</b>	<b>Spl.DG (NR)</b>	DDG(BD cum Training) DDG(HQ)	Business Devt. & Training All admn matters
3.1	Addl.DG (NR-I) Lucknow.	CE ( NZ-II ) Lucknow. CE(NZ-III) Jaipur CE (NZ-IV)Dehradun	Works in Uttar Pradesh. Works in Rajasthan. Works in Uttaranchal.

		Chief Architect, Lucknow	Architectural design for works under Add DG (NR-I)
3.2	Addl.DG (NR-II) Chandigarh.	CE (NZ-I), Chandigarh.  CE (NZ-V) Jammu.  Chief Architect, Chandigarh	Works in Punjab, Haryana and Chandigarh UT. Works in Jammu & Kashmir, Himachal Pradesh. Architectural design for works under Add DG (NR- II)
<b>4.</b>	<b>Spl. DG (ER) Kolkata</b>	DDG(BD cum Training) DDG(HQ)	Business Devt. & Training All admn matters
4.1	Addl.DG (ER-I) Kolkata	CE (EZ – I &III) Kolkata  CE (EZ –II) Patna CE (EZ - IV) Ranchi. CE(EZ-V),Bhubaneswar Chief Architect, Kolkata	Works in West Bengal & Sikkim. Works in Bihar. Works in Jharkhand. Works in Odisha. Architectural design for works under Add DG (ER-I)
4.2	Addl.DG (ER-II) Guwahati.	CE (NEZ-I) Shillong.  CE (NEZ – II) Agartala.  Chief Architect, Guwahati	Works in Assam, (excluding Sichar region). Meghalaya, Nagaland and Arunachal Pradesh. Assam (Silchar region), Tripura, Manipur & Mizoram. Architectural design for works under Add DG (ER-II)
<b>5.</b>	<b>Spl. DG (SR), Chennai.</b>	DDG(BD cum Training) DDG(HQ)	Business Devt. & Training All admn matters
5.1	Addl.DG (SR-I) Chennai.	CE (SZ-I & IV), Chennai  CE (SZ-II) Hyderabad.  Chief Architect, Chennai	Works in Tamil Nadu & Pondicherry. Works in Andhra Pradesh. Architectural design for works under Add DG (SR- I & II)
5.2	Addl DG (SR-II) Bangalore.	CE (SZ-III) Bangalore.  CE(SZ–V), Thiruvananthapuram	Works in Karnataka  Works in Kerala.
<b>6.</b>	<b>Spl.DG (WR) Mumbai.</b>	DDG(BD cum Training) DDG(HQ)	Business Devt. & Training All admn matters
6.1	Addl.DG (WR-I).	CE (WZ-I)  CE (WZ-III) Mumbai  CE(WZ-IV) Gandhinagar.  Chief Architect, Mumbai	Works in Maharashtra (excluding these around Nagpur and Pune)  Works in Gujarat.  Architectural design for works under Add DG (WR I & II)

6.2	Addl.DG (WR-II) Bhopal.	CE (CZ) Bhopal. CE (WZ-II) Nagpur. CE (WZ-V) Raipur.	Works in Madhya Pradesh. Works in Maharashtra (Nagpur and Pune) Goa. Works in Chhattisgarh.
7	Addl DG (Border) Delhi (Reports to DG, CPWD)	CE(BFZ), Delhi CE(BFLZ), Delhi CE(IBBZ), Siliguri CE(IBBMZ), Siliguri CE(IBBFLZ),Siliguri	Border fencing and road works in Western Sector Border flood lighting works in Western Sector Border fencing and road works in Eastern Sector Maintenance of border fencing and roads in Eastern Sector Border flood lighting works in Eastern Sector

### 3.5 Duties of Principal Functionaries

A) **Head Quarter:** The works at the head quarter are primarily administrative in nature. In addition, head quarter function includes activities related to computerisation, technical manuals, preparation of schedule of rates, training, budgeting etc. The responsibility of officers reporting to Spl DG (HQ) are given against each in table under Para 3.4. The functions of specialised units like Training, CDO, CSQ, CSO, e-governance are given at Para 3.6.

B) **Regions :** The regions are field units headed by Special DG. Each region has sub regions headed by Addl DG, who oversee works of Zones and Project units headed by Chief Engineers. The duties of different functionaries in the field units are as under:

- a. **Special DG :** Assisted by DDG (HQ) & DDG(BD)
  - i) Management and efficient functioning of region
  - ii) Regional Training programme.
  - iii) Regional Co- ordination activities (Upto Group- B officers)
  - iv) Development of new clients

- v) Regional schedule of rates
- vi) Administration of enlistment of contractor in the region.
- vii) Provide inputs for policy formulation and setting of norms and standards.
- viii) Interact with R&D Organisations outside the department and institutions of higher learning with a view to develop guidelines for the department.

b. **Additional DG**

- i. Management and efficient functioning of the sub-region.
- ii. Supervise and guide the Chief Engineers and Chief Architect in the sub-region.
- iii. Review of works with client departments.
- iv. Monitoring progress of work in the sub-region.
- v. Monitor the workload of the region and project the demands to DG, CPWD.
- vi. Oversee strategic planning for execution of the works exceeding Rs.100 crores.
- vii. Projecting the image of the CPWD to the public and the clients in particular.
- viii. Exercise technical, administrative and financial powers as prescribed in CPWD Manuals and codes.
- ix. Monitoring/overseeing litigation/court cases not having policy implication.
- x. Budget allocation to Zones and Project units.

c. **Chief Engineer** : The department functions on zonal basis whereby all works in a particular zone or area is handled by zonal Chief Engineer. The zones have field circles headed by Superintending Engineer/Director (Horticulture) & Divisions headed by Executive Engineer/Deputy Director (Horticulture) under them.

- i. Exercises technical, financial and administrative control in the zone.
- ii. Budgeting and fiscal control.
- iii. Interacts closely with the clients.
- iv. Exercises power of Head of the Department.

d. **Chief Project Manager** – The post of Chief Project Manager, which is equivalent to Chief Engineer was created after cadre review. These posts have

been created with the aim to provide undivided attention to large projects which was lacking in the conventional zones headed by Chief Engineer. The responsibility vested on the Chief Project Manager is for smooth execution and timely completion of project.

e. **Superintending Engineer** – A circle office is an administrative office under the charge of Superintending Engineer. It coordinates and supervises the activities of two to three divisions employed on construction and/ or maintenance works. It maintains close liaisons with the office of the Chief Engineer in regard to works, technical matters and administrative matters falling in his / her jurisdiction.

The Superintending Engineer is required to examine books of divisional office and sub divisional offices. During his inspection, he has to keep a strict a watch on expenditure to ensure that there is no excess and that the system of management prevailing in the unit is efficient and economical. The Superintending Engineer is empowered to transfer and re-organise sections keeping in view the requirement of work.

f. **Project Manager** - The post of Project Manager, which is equivalent to Superintending Engineer was created after cadre review. These posts have been created with the aim to provide undivided attention to projects which was lacking in the conventional circles headed by Superintending Engineer. The responsibility vested on the Project Manager is for smooth execution and timely completion of project.

g. **Executive Engineer** – A divisional office under the charge of executive engineer is an executive unit responsible for procurement of man, material and machinery for speedy and economic execution of the works in its charge and is responsible for maintenance of works account and implementation of the terms of contract entered into with various parties i.e. contractors and suppliers. The division has two to three sub divisional units under it for execution of construction and/or maintenance works.

The Executive engineer is normally the D.D.O (Drawing and Disbursing Officer), and is vested with cheque drawing powers. For discharge of this responsibility including compilation of works accounts, the divisional officer is assisted by Divisional Accountant who is of the rank of senior accounts

officer/junior accounts officer. The divisional officer is required to exercise control over the expenditure vis- a - vis allotment. He is required to inspect the works under his charge and is responsible to initiate proper measures to preserve them in good condition and prevent encroachment. All agreements with contractors /suppliers are entered into by the divisional officer who is responsible for smooth execution of the work, management of the contract and timely completion of the work.

The Executive Engineer is required to attend to Audit Paras, QA observations, Arbitration cases, management of Work charged and Regular classified establishment. The Divisions have three wings i.e planning, establishment and account which support Executive Engineer in discharge of his/ her duties. All reports are initiated by the divisions. Responsibility of on line updation of information on progress of work and expenditures lies with the division.

h. **Assistant Engineer** - A sub divisional office under the charge of Assistant Engineer or Assistant Executive Engineer is the field unit responsible for supervision and execution of the works, according to the norms and standards laid down in designs, drawings and estimates. The successful achievement of targets fixed by the department for completion of the each project with due consideration for the quality and economy and /or proper maintenance of the building, structures, areas and equipment under his charge mainly depends on the faithful implementation by the Assistant engineer/Assistant Executive Engineer and Junior Engineers working under him of the policies and general order of the department.

Preparation of work accounts and stores account is the responsibility of Assistant Engineer / Assistant Executive engineer concerned. He has to ensure proper maintenance of the stores under his charge, their accounts both quantitatively as well as in monetary terms and weeding out unserviceable stores. He is also required to inspect the buildings, structures, areas and equipment under his charge once in every six months. ( to inspect their condition from safety point of view) and record certificate to that effect.

i. **Junior Engineer** : The duties of Junior Engineer is at Appendix-I

**j. Planning Units :** The planning Unit in Zone, Circle, Division are headed by SE(P), EE(P) and AE(P) respectively. In case of Zonal Office, EE(P), AE(P) assist SE(P) in planning work. Similarly Circle office has EE(P) and AE(P) and Division Office has AE(P). The duties of planning unit includes preparation of Estimates including detailed estimate, justification of rate, scrutiny of tenders, scrutiny of extra/ substituted and deviation item statements, survey reports and all technical work for smooth execution of office works. Design work may be assigned as per requirement. Officials of Draftsman cadre are also posted to assist in the works of the planning units.

**C) Architectural wing :-** The Architectural wing in the sub regions headed by Chief Architect, work under the control of respective Additional DG. The Additional DG (Arch) in the central office oversees the work of Chief Architects responsible for architectural design of works in Delhi and NCR.

**D) Horticulture: -** The horticulture wing of the department is headed by Dy. Director General (Horticulture). The DDG (horticulture) performs the headquarter function for the horticulture wing. Director (Horticulture) reports to the Chief Engineer of the Zone. The Deputy Director (horticulture) report to the Director (Horticulture) or to the Superintending Engineer (Civil) in case there is no post of Director (Horticulture) in the Region.

The Director of Horticulture and his subordinate Officers have almost similar duties and responsibilities as in the case of Superintending Engineers, Executive engineers and Assistant Engineers

### **3.6 Specialised units**

In addition to the zones headed by officers of the ranks of Chief Engineers whose primary responsibility is for execution of the work, there are other units headed by officers of the rank of Additional D.G. and Chief Engineer who are engaged in specialised functions of training, design, manuals and specification etc. The activities of these specialised units are as under:-

**a. Additional Director General (Training) –**Additional DG (Trg) oversees the development of training programme including course content for training of officers. He/ she is assisted by Chief Engineer (Civil), (Electrical) and Chief Architect. The training includes 35 week induction training of direct

recruit Group A officers, induction training of Junior Engineers, in service training of officers and officials. Nomination of officers to short and long term training courses, seminars in institutes and organisation of repute in the country and abroad. The training Institute is situated at Ghaziabad and has four regional training centres.

**b. Chief Engineer (Central Design Organisation)** – The unit deals with structural design of major projects.

**c. Chief Engineer (Contracts, Standards and Quality Assurance) (Civil).** Has following units.

**Contract and Manual Unit** is responsible for Model Contract Documents, Works Manual and Delegation of Powers. Also looks after Registration/revalidation of Contractors.

**Quality Assurance Unit.** is responsible for QA policy, inspection and any other issue relating to QA and Technical Audit.

**Techno Legal Cell** responsible for dealing with Arbitration and Court Cases arising from Works.

**Standards & Specifications Unit** is responsible for Specifications (Civil and Horticulture), Schedule of Rates (Civil and Horticulture), and Plinth Area Rates, Updation of Cost Indices and New Materials and Technologies.

**d. Chief Engineer (Contracts, Standards and Quality Assurance) (CSQ) (Electrical)** has the following units :

**Techno Legal and Quality Assurance Cell** responsible for dealing with Arbitration and Court Cases arising from Works, QA policy, inspection, etc. pertaining to electrical discipline.

**Standards & Specifications Unit** responsible for Specification of Electrical and Electromechanical items, Registration of Specialised firms, Schedule of Rates (Electrical), inputs for Plinth Area Rates, and New Materials and Technologies.

**e. Executive Director (Consultancy Services Organisation (CSO).** The unit is responsible for providing consultancy services for various public sector organisations/autonomous bodies, State Governments etc. in planning,

design and execution of major building projects, infrastructure works, complex structures and specialised planning and services. CSO is also involved with the execution of works on foreign soil.

- f. Deputy Director General (Horticulture)** exercises technical control over the Horticulture Wing of the CPWD and is assisted by Deputy Director Horticulture.
- g. Deputy Director General (e- governance)** is responsible for implementation of Information Technology in CPWD with the primary aim of computerisation of all activities in the working of the department.
- h. Deputy Director General (HQ)** posted at the region is responsible for all matters of administration including co-ordination activities.
- i. Deputy Director General (BD Cum Training)** posted in the regions is responsible for business development in the region, training related matters and shall be responsible for any other matter assigned to him/ her by Spl DG.
- j. Deputy Director General (PPP)** posted at the head quarter reporting to ADG (TD) is responsible to formulate the works in no budgetary funding like Public Private Partnership (PPP) or Alternate Funding Mode, to assist DG and MoUD in preparation of PPP related draft cabinet note, MoUD, different alternate funding model etc.

## CHAPTER IV DIRECTORATE

The Directorate of the CPWD which is also called central office handles administrative, financial and technical issues and works in tandem with the Ministry of Urban Development. Director General, CPWD is assisted by Special DG (HQ), Addl DG(S&P), Addl DG (T&D) and CVO in discharge of various duties and functions.

**4.1 Special DG (HQ)** is the second highest post in the Directorate who is assisted by ADG (S&P) and ADG (T&D) in administrative and technical matters respectively.

**4.2 Additional DG (S&P):** Responsible for over-all administration of CPWD including the central office and is assisted by DDG (Pers), DDG (HQ) and Director (S&D).

**4.2.1 DDG(Pers):** Deals with cadre matter of Group A officers of all the four streams i.e Civil, Electrical , Architecture & Horticulture and maintenance of APAR/ ACR and disposal of representation against below benchmark grading. He/ she is assisted by Director (Pers) who looks after issues pertaining to CR Cell, Court cases, NFU cases and any other work assigned by DDG(Pers). The various officers reporting to DDG(Pers) including their duties are as under:

Deputy Director	Section	Subjects
DDA – I	EC – I. & EC - VIII	Cadre matter of CES Group A and CE & MES Group A officers including promotions to the rank of EE and above, seniority, transfer/ posting, grant of NFU, deputation, foreign assignment, recruitment of AEE (Civil/ Electrical). Recognition of service associations.
	EC – II	Personal matters of officers of the Group A Engineering cadre officers in the rank of AEE and above including acquisition and disposal of movable & immovable property, change of name, resignation, voluntary retirement, vigilance clearance for acquiring passport/ foreign visit/ superannuation, exemption from passing departmental examination, commercial

		<p>employment with in one year of retirement and administrative vigilance .</p> <p>Establishment function of Group A Engineering cadre officers posted in central office including maintenance of service book.</p>
DDA-II	EC-IX	<p>Cadre matter of CAS Group A officers and officers of Horticulture wing of the rank of Deputy Director and above similar to those mentioned against EC-I.</p> <p>Personal matter of CAS officers and officers of the rank of Deputy Director (Hort) and above similar to those mentioned against EC-II.</p> <p>Establishment function of CAS officers and officers of the rank of Deputy Director (Hort) and above posted in central office including maintenance of service book.</p>
	CR cell	<p>Maintenance of APAR/ACR of all group A officers starting from AEE (civil/Elect), Deputy Architect and Deputy Director (Hort) ( in duplicate).</p> <p>Maintenance of APAR/ACR of Group B gazetted officers of Engineering, Architect and Horticulture Cadre (one copy).</p> <p>Communication of APAR of Group A officers by uploading the same in the Website through PIMS.</p> <p>Examination of representation against below benchmark grading of Group A officers and Group B officers posted in the Central office.</p>

**4.2.2 DDG (HQ):** Deals with establishment matter of Assistant Engineer (Civil / Electrical), Junior Engineer (Civil / Electrical), Annual Recruitment Plan, Monitoring of Public Grievances cases, coordination of VIP references, compilation and submission of reports to MoUD and matters relating to SC/ST/OBC. General administration of central office, cadre matters of Group B & C officers of Architectural and Horticulture wing, Policy issues of work charged and classified regular establishment, establishment of CSS/ CSSS/ CSCS and cadre matters of subordinate ministerial staff and drawing staff.

Director (Admn.-I) reporting to DDG(HQ) looks after establishment of Assistant Engineer (Civil/Electrical) , Junior Engineer (Civil/Electrical) , Annual Recruitment Plan, Monitoring of Public Grievances cases, co-ordination of VIP references , compilation and submission of reports to MOUD and matters relating to SC/ST/OBC.

DDA-V	EC – III.	<p>Cadre matter of Group B engineering cadre officers, i.e Assistant Engineer (Civil/ Electrical) Including promotion to the rank of AE, transfer policy, inter regional transfer, deputation, foreign assignment. Recognition of service association.</p> <p>ACP/ MACP cases, change of name, resignation, voluntary retirement, vigilance clearance for acquiring passport/ foreign visit/ superannuation, exemption from passing departmental examination, and administrative vigilance .</p> <p>Establishment function of Group B Engineering cadre officers posted in central office including maintenance of service book.</p>
	EC-VI	<p>Recruitment of Junior Engineers Civil &amp; Electrical including allocation of region, seniority list, deputation, Inter-regional transfer, transfer posting policy, vigilance clearance &amp; verification of past service.</p> <p>Unit wise distribution of sanctioned strength of Junior Engineer Civil &amp; Electrical.</p>
	EC-VII	<p>Annual Direct Recruitment Plan. Monitoring of Public Grievances Cases. Coordination of VIPs, PMO, MPs, MLAs References. Report and Return (information compilation for submission to MoUD). All matters relating to SC/ ST/ OBC.</p>

Director (Admn-II) reporting to DDG(HQ) looks after general administration of central office, cadre matter of Group B & C officers of Architectural and Horticulture wing, establishment of CSS/CSSS/CSCS staff, Cadre matter of subordinate ministerial cadre and drawing staff of CPWD, Policy relating to work charged and classified regular establishment of CPWD.

DDA- III	EC – IV(MC)	<p>Cadre matter of CSS/CSSS/CSCS officials including unit wise distribution of posts. Maintenance of ACR/APAR, transfer posting, vigilance cases of officials upto the rank of Assistant/ Stenographer.</p> <p>Establishment matter of CSS/CSSS/CSCS staff posted in Central Office. Roaster duty on Sundays/Holidays.</p> <p>Disciplinary cases of administrative nature of Group B officers and above of all cadres.</p>
	EC-IV (SC)	<p>Cadre mater of subordinate ministerial, Stenographer, official language cadre of CPWD, promotion and transfer and seniority list in the grade of Office Superintendent Grade I, Stenographer Grade – I, AD (OL), inter regional transfer of LDC, UDC and Stenos. Service matter of FOs, FA, Divisional Accountant, Labour Officers, Medical Officer, Staff Car Driver, Messenger, Gestetner Operator. Establishment matter of CPWD Canteen staff.</p>
	Central Registry	<p>Receipt and despatch of dak. Upkeep of Central Office.</p>
	General Section	<p>Reorganisation of office accommodation. Proposals of Hiring of Office accommodation received from field formation requiring approval of DG(CPWD).</p> <p>Functioning of CPWD Departmental Canteen and Telephone exchange. Installation of office/residential telephone in r/o Central Office and various Circle/Division including payment of bill of central office.</p> <p>Procurement of office stationery including rubber stamp and name plates and procurement of office equipment including maintenance thereof i.e. photocopiers, Computers, Furniture etc.</p> <p>Reimbursement of newspaper bills. Purchase of winter/summer uniforms for Group ‘C’ &amp; ‘D’ employees posted in Central Office.</p> <p>Issue of CGHS Cards, Photo passes, Invitation Cards for Republic Day &amp; Independence Day.</p>

		Preparation of CPWD Telephone Directory..
DDA III	Cash Section	Preparation of Bills for payments under various heads, verification of service books, GPF Balances and due drawn statement, calculation and deduction of Income Tax at source, issue of LPCs, maintenance of GPF records for all group D staff, contingency bills, disbursement of cheques/cash and maintenance of cash Book.
DDA- IV	EC - V	Administrative and cadre matter relating to Section Officer (Hort.), Assistant Director (Hort.), Assistant Architect, Architectural Assistant, Technical Officer, Assistant (Architectural Department), D'man cadre (Civil & Electrical), Ferro Printer and Chief Estimator (Civil & Electrical) including direct recruitment, promotions and administrative vigilance. ACP/MACP cases.  Union matters, ID relating to work charged staff (individual) & regular classified staff and inter regional transfer of work charged staff and regular classified staff.
	EC-X	Policy matter relating to work charged Establishment. Compilation of reports with regard to work charge staff of all regions in Directorate level.

**4.2.3 Director (S&D)** deals with cadre related policies, recruitment rules, cadre review proposals, restructuring and reorganisation, annual reports, annual action plan, celebration of CPWD day, Management and SIU studies, Parliament Question, issues related to expenditure and administrative reforms. He/ she is assisted by Executive Engineer (S&D), and Section office.

**4.3 ADG (T&D)** : The Head Quarter functions of ADG (T&D) includes budgeting / budget control, monitoring & progress of works & expenditure, performance budget, standing committee, creation/diversion of posts relating to works, monitoring of works under PPP/ Alternate Funding Mode,

implementation of e- governance initiatives. ADG (T&D) is assisted by DDG (Works), DDG (e- governance) and DDG(PPP).

**4.3.1 DDG (Works)** is assisted by Director(P&WA), Director (PM), Director (Finance) & FO. The subjects dealt are as under -

Director (P&WA)	W-I	Deals with processing of SFC, & EFC memos, technical matters referred from other ministries including those relating to international organisation, processing of estimates of general pool office/ residential accommodation, essential staff qtrs., management committee meetings, JCM, screening committee, consultative committee, estate management matters, policy regarding up - gradation and strengthening of general pool qtrs., re-development schemes, sanction of schemes under MOUD funds, services and other charges payable to local bodies, circular related to execution of work.
Director (P&WA)	W-II.	Deals with creation /diversion of posts relating to works, distribution of gazetted engineering posts, hiring of buildings by various Govt. of India departments, work load norms & review of workloads, purchase of inspection vehicles including replacement of survey report vehicle, issues related to Indian Road Congress, Indian Building Congress, Coordination related to works, Court cases related to works, unauthorised construction matters, nomination to various committees.
Director (P&M) through EE (PM)		Monitoring of works costing more than Rs.10 lacs for CPOs and more than Rs. 1 crores for non CPOs, Central projects costing Rs. 20 crore and above, compilation of progress report and correspondence related to project monitoring, monitory report, compilation of monthly expenditure , news clipping pertaining to CPWD/MOUD, inter departmental meetings, standing committee, annual plan proposal and performance budget.
Director (Finance) with the assistance of F.O.		Assists DDG(Works) in all financial matters including compilation of budget estimates/ demands, revised /final estimate, budget allocation under all heads, monitoring of expenditure, preparation & submission of

		appropriation account, quarterly return on pay and accounts of CPWD, for submission to Pay research unit, CAG paras & ATNs, revenue receipt accounts. FO functions as Member Secy to Central Works Board.
DDA VI Reporting to DDG(W)		Monitoring of PG cases relating to works, compassionate appointments, VIP references and legal cell.

**4.3.2 DDG (e-Governance)** is responsible for implementation of e-governance initiatives and computer cell reports to him.

**4.4 JS & CVO** looks after vigilance matters relating to Group A & B staff, vigilance clearance, processing of complaints and cases relating to CDC & CV. He is assisted by SE( Vigilance) I, II, III. & SE (Inquiry). The sections dealing with above subjects are as under.

	Section – I (investigation Unit)	Processing of misc. complaints, investigation of individual complaints, preparation of investigation report including those for submission to CVC, action on CTE's advice/ recommendations, drafting and servicing charge sheet, action of CTE's inspection report involving vigilance angle, submission of common/ Vigilance related reports and returns issue of vigilance circular and internal vigilance administration.
	Section -I I (Disciplinary unit)	Processing of disciplinary cases received from investigating unit, review and appeal cases, in respect of gazetted officers, vigilance clearance certificate of all officers/employees except work charged/regular classified staff, monthly report for cabinet, updating of vigilance records, circulars on above subjects and returns.
.	Inquiry unit.	Conduct of enquiry of Group C officers, conduct of enquiry of group A & B officers where commissioners of departmental enquiry are not available and submission of enquiry report to disciplinary officers.

**4.4.1. Vigilance Clearance:** For seeking vigilance clearance of individual officers by the field formations, the reference should be sent to the administrative section dealing with the cadre who in turn would seek vigilance status from the vigilance unit and convey the same back to the field unit. No reference of this nature should be sent directly to the vigilance unit.

**Note:**

1. All sections shall process and dispose of RTI, VIP, PG and court cases relating to subjects being dealt by them.
2. Sections dealing with recruitment and promotions in the grade having element of reservations shall maintain necessary roster.
3. Any subject not specifically mentioned above shall be dealt by the section to which same is allotted with the approval of DDG/ Director concerned.

**4.5 Channel of submission** for disposal of different cases in the CPWD Directorate has been finalised and the same is available on the CPWD website.

## CHAPTER - 5 DEPARTMENTAL CADRE, PAY SCALES, RECRUITMENT & PROMOTION

Central Public Works Department is a multi- disciplinary organization having officers from Civil, Electrical/ Mechanical Engineering, Architects and Horticulturists. In addition it has ministerial staff borne on the strength of Ministry of Urban Development and those in the sub-ordinate cadre of CPWD. In addition, officers are taken from the Ministry of Labour, Chief Controller of Accounts, Department of Official Language and Ministry of Health to manage various functions. There are three organized Group 'A' service called Central Engineering Service (CES), Central Electrical & Mechanical Engineering Service (CE&MES) and Central Architectural Service (CAS).

### 5.1 Organised Group A Service:

All the senior level posts are manned by officers belonging to CES, CE&MES and CAS cadre. The two Engineering services replaced the old Indian Service of Engineers. The recruitment to these two services started in the year 1935. The recruitment through the Federal Public Service Commission started in the year 1937. Upto the year 1948-49 initial appointment to these Services were made either directly through the competitive examination held by the Federal or Union Public Service Commission or by promotion from amongst the departmental officers. The direct recruitment to the two services are made in the Junior Class I grade designated as Assistant Executive Engineer (AEEE). The officers of the three services are promoted with in their service upto the grade of Special DG (HAG+). The post of DG, CPWD is common to all the three service.

### 5.2 Sanctioned Strength of Regular Posts:

The sanctioned strength of various categories of regular establishment are as under. The table does not include temporary posts sanctioned for specific project.

#### A. Sanctioned strength of Group A posts of CPWD

Grade	Core Posts in CPWD	Encadred posts								Total strength
		Income Tax	PWD Delhi	E&F	IB	DONER	MHA	L&DO	Total Encadred post	
Director General, CPWD	1									1

<b>CES (Civil)</b>										
Special Director General	4									4
Addl. DG	10		1						1	11
Chief Engineer	53	2	6	1					9	62
Suptd. Engineer	126	12	27	1		1	1		42	168
Executive Engineer	484	56	94	5	1	1	1	1	159	643
AEE	100					2			2	102
<b>Total</b>	<b>777</b>	<b>70</b>	<b>128</b>	<b>7</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>213</b>	<b>990</b>
<b>CE&amp;MES</b>										
Special Director General	1									1
Addl. DG	3									3
Chief Engineer	14		1						1	15
Suptd. Engineer	45		5						5	50
Executive Engineer	193	2	23	1					26	219
AEE	25									25
<b>Total</b>	<b>281</b>	<b>2</b>	<b>29</b>	<b>1</b>					<b>32</b>	<b>313</b>
<b>CAS</b>										
Special Director General	1									1
Addl. DG	2									2
Chief Architect	10									10
Senior Architect	28		3						3	31
Architect	88		6						6	94
Deputy Architect	54									54
<b>Total</b>	<b>185</b>		<b>7</b>						<b>7</b>	<b>192</b>
<b>Dte. of Horticulture</b>										
DDG(H)	1									1
Dir(H)	3									3
Dy. Dir(H)	13		4						4	17
<b>Total</b>	<b>17</b>		<b>4</b>						<b>4</b>	<b>21</b>
<b>Raj Bhasha Cadre</b>										
Assistant Director (OL)	16		7						7	23
<b>Grand Total</b>	<b>1277</b>	<b>72</b>	<b>175</b>	<b>8</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>263</b>	<b>1540</b>

## B. Sanctioned strength of Group B & C posts of CPWD

Grade	Core Posts in CPWD	Encadred posts					Total Encadred post	Total strength
		Income Tax	PWD Delhi	E&F	L&DO	Total		

<b>Group B Posts</b>							
<b>Civil</b>							
Assistant Engineer	1734	59	390	15	2	<b>466</b>	<b>2200</b>
Junior Engineer	1403	171	602	20	4	<b>797</b>	<b>2200</b>
<b>Elect.</b>							
Assistant Engineer	786	2	97	5		<b>104</b>	<b>890</b>
Junior Engineer	723	5	155	7		<b>167</b>	<b>890</b>
<b>Architecture</b>							
Asstt. Architect	30		12			<b>12</b>	<b>42</b>
Technical Officer	71					<b>0</b>	<b>71</b>
Asstt. A.D.	141		24			<b>24</b>	<b>165</b>
<b>Dte. Of Horticulture</b>							
Asstt. Director	57		14			<b>14</b>	<b>71</b>
Section Officer	51		36			<b>36</b>	<b>87</b>
<b>Ministerial Staff</b>							
Office Superintendent -I	151		11			<b>11</b>	<b>162</b>
Office Superintendent	514		87			<b>87</b>	<b>601</b>
<b>Raj Bhasha Cadre</b>							
SHT	15					<b>0</b>	<b>15</b>
JHT	19		15			<b>15</b>	<b>34</b>
<b>Drawing Staff</b>							
<b>Civil</b>							
Chief Estimator	75		-				<b>75</b>
Sr Draughtsman	311		73			<b>73</b>	<b>384</b>
<b>Electrical</b>							
Chief Estimator	33		-				<b>33</b>
Sr Draughtsman	87		17			<b>17</b>	<b>104</b>
<b>Stenographer</b>							
Stenographer Gr I	244		24			<b>24</b>	<b>268</b>
<b>Grand Total</b>	<b>6445</b>	<b>237</b>	<b>1557</b>	<b>47</b>	<b>6</b>	<b>1847</b>	<b>8292</b>
<b>Group C Posts</b>							
<b>Ministerial Staff</b>							
UDC	1484		329			<b>329</b>	<b>1813</b>
LDC	1293		549			<b>549</b>	<b>1842</b>
<b>Drawing Staff</b>							
<b>Civil</b>							
Draughtsman	61		46			<b>46</b>	<b>107</b>
<b>Electrical</b>							
Draughtsman	41		11			<b>11</b>	<b>52</b>
<b>Stenographer</b>							
Stenographer Gr II	24		89			<b>89</b>	<b>113</b>
<b>Grand Total</b>	<b>2903</b>		<b>1024</b>			<b>1024</b>	<b>3927</b>

5.2.1 Distribution of Posts of Assistant Engineer, Junior Engineer, Draftsman Cadre, Subordinate Ministerial Cadre among the four regions are as under :

S N	Post	Distribution of revised strength				Total
		NR	ER	SR	WR	
1.	Assistant Engineer(C)	1242	369	311	278	2200
2.	Assistant Engineer(E)	541	145	108	96	890
3.	Junior Engineer(C)	1332	294	285	289	2200
4.	Junior Engineer (E)	553	131	103	103	890
5.	Assistant Director (OL)	17	2	2	2	23
6.	Senior Hindi Translator	9	2	2	2	15
7.	Junior Hindi Translator	19	5	5	5	34
8.	Office Superintendent -I	97	28	20	17	162 @
9.	Office Superintendent	360	105	73	63	601 @
10.	Upper Division Clerk	1124	308	215	166	1813 @
11.	Lower Division Clerk	1270	257	160	155	1842 @
12.	Chief Estimator(Civil)	43	13	9	10	75
13.	Sr. Draughtsman (Civil)	220	63	49	52	384
14.	Draughtsman (Civil)	61	18	14	14	107
15.	Chief Estimator(Elect)	21	4	4	4	33
16.	Sr. Draughtsman (Elect)	63	14	13	14	104
17.	Draughtsman (Elect)	31	7	7	7	52

(@) Distribution of posts revised vide OM of even No 573 dated 5.9.2012.

**5.3. Pay Scales:**

The pay scales of various categories of posts in Central Public Works Department and the appointing authorities are as below :-

Sl No	POST	PAY SCALE + GRADE PAY	APPOINTING AUTHORITY
<b>I</b>	<b>General Central Service, Group 'A':</b>		
1	Director General, CPWD	Rs 80000(Fixed)	President

	<b>Engineering Services:</b>		
<b>A.</b>	<b>Central Engg. (Civil) Service Group 'A'</b>		
1.	Special DG	Rs 75000-80000	President
2.	Additional DG	Rs 67000-79000	-do-
3.	Chief Engineers	Rs 37400-67000+10000	-do-
4.	Superintending Engineers	Rs 37400-67000+8700	-do-
5.	Executive Engineers (NFSG)	Rs 15600-39100+7600	-do-
6.	Executive Engineers	Rs 15600-39100+6600	-do-
7.	Assistant Executive Engineer	Rs 15600-39100+5400	-do-
<b>B.</b>	<b>Central Electrical and Mechanical Engineering Service</b>		
1.	Special DG	Rs 75000-80000	President
2.	Additional DG	Rs 67000-79000	-do-
3.	Chief Engineers	Rs 37400-67000+10000	-do-
4.	Superintending Engineers	Rs 37400-67000+8700	-do-
5.	Executive Engineers (NFSG)	Rs 15600-39100+7600	-do-
6.	Executive Engineers	Rs 15600-39100+6600	-do-
7.	Assistant Executive Engineer	Rs 15600-39100+5400	-do-
<b>C.</b>	<b>Central Engg. Service Group 'B'</b>		
1	Assistant Engineers	Rs 9300-34800+4600	DG, CPWD
<b>D.</b>	<b>Central Electrical and Mechanical Engineering Service Group 'B'</b>		
1	Assistant Engineers	Rs 9300-34800+4600	-do-
<b>E.</b>	<b>Other Group 'B' Posts</b>		
1	Junior Engineers (Civil)	Rs 9300-34800+4200	SE
2	Junior Engineer (Elect)	Rs 9300-34800+4200	-do-
<b>II</b>	<b>Central Architects Service Group 'A'</b>		
1	Special DG	Rs 75000- 80000	President
4	Additional Director General	Rs 67000- 79000	-do-
1	Chief Architect	Rs 37400-67000+10000	-do-
2	Senior Architect	Rs 37400-67000+8700	-do-
3	Architect	Rs 15600-39100+6600	-do-
4	Dy. Architect	Rs 15600-39100+5400	-do-
	<b>Group 'B' Gazetted Posts</b>		
1	Assistant Architect	Rs 9300-34800+4800	DG
2	Technical Officer	Rs 9300-34800+4600	-do-
	<b>Group 'B' Non-Gazetted Posts</b>		
1	Assistant (Architect Department)	Rs 9300-34800+4200	-do-
<b>III</b>	<b>Horticulture Group 'A'</b>		
1	Dy. Director General of Horticulture	Rs 37400-67000+10000	President
2	Director of Horticulture	Rs 37400-67000+8700	-do-

3	Dy. Director of Horticulture	Rs 15600-39100+6600	-do-
	<b>Group 'B' Gazetted Posts</b>		
1	Assistant Director of Horticulture	Rs 9300-34800+4600	DG
	<b>Group 'B' Non-Gazetted Posts</b>		
1	Sectional Officer of Horticulture	Rs 9300-34800+4200	Director (Hort)
<b>IV</b>	<b>Ministerial Establishment of Subordinate Offices:</b>		
1	Office Superintendent Gd-I	Rs 9300-34800+4600	DG
2	Office Superintendent	Rs 9300-34800+4200	-do-
3	UDCs	Rs 5200-20200+2400	SE
4	LDCs	Rs 5200-20200+1900	-do-
5	Stenographer Gd-I	Rs 9300-34800+4200	-do-
6	Stenographer Gd-II	Rs 9300-34800+2400	-do-
<b>V</b>	<b>Subordinate Raj Bhasha Cadre</b>		
	<b>Group A</b>		
1	Asstt. Director (OL)	Rs 15600-39100+5400	President
	<b>Group 'B'</b>		
1	Sr. Hindi Translator	Rs 9300-34800+4600	DG
2	Jr. Hindi Translator	Rs 9300-34800+4200	-do-
<b>VI</b>	<b>Engg. : Drawing Establishment:</b>		
	<b>Group 'B' (Civil)</b>		
1	Chief Estimator	Rs 9300-34800+4600	DG
2	Sr Draughtsman	Rs 9300-34800+4200	SE
	<b>Group 'C' (Civil)</b>		
3	Draughtsman	Rs 5200-20200+2400	-do-
	<b>Group 'B' (Elect)</b>		
1	Chief Estimator	Rs 9300-34800+4600	DG
2	Sr Draughtsman	Rs 9300-34800+4200	SE
	<b>Group 'C' (Elect)</b>		
3	Draughtsman	Rs 5200-20200+2400	SE
<b>VII</b>	<b>Group D Subordinate cadre</b>		
1	Daftry	Rs 5200-20200+1800	EE
2	Barkandaz	Rs 5200-20200+1800	EE
3	Peon	Rs 5200-20200+1800	EE
<b>VIII</b>	<b>Regular Classified</b>		
1	Technical Assistant	Rs 9300-34800+4200	SE
2	Technical Operator	Rs 9300-34800+4200	SE
3	Fire Supdt	Rs 5200-20200+2800	SE
4	Caretaker	Rs 5200-20200+2800	SE

5	Radio Mechanic cum Operator	Rs 5200-20200+2400	SE
6	Asstt. Radio Mechanic cum Operator	Rs 5200-20200+2400	SE
7	Cinema Operators	Rs 5200-20200+2400	SE
8	Work Assistant	Rs 5200-20200+2400	SE
9	Meter Reader	Rs 5200-20200+1900	SE
10	Sweeper (Safaiwala)	R 5200-20200+1800	EE
11	Farash	R 5200-20200+1800	EE
12	Lift Operator	R 5200-20200+1900	EE
13	Fireman	R 5200-20200+1900	EE
14	Cook Bearer	Rs 5200-20200+1800	EE
15	Sewerman	Rs 5200-20200+2400	EE
16	Bearer	Rs 5200-20200+1800	EE
17	Chowkidar	Rs 5200-20200+1800	EE
18	Asst Cook Bearer	Rs 5200-20200+1800	EE

Note: Consequent to recommendations of 6<sup>th</sup> pay commission, the post of Peon, Daftry, Farash, Chowkidar, Sweeper, Barkandaz and Messenger shall cease to exist and these posts are converted as MTS (Multi Tasking Staff).

#### 5.4. Deputation Posts:

The posts in CPWD filled by officers of other cadres or by deputation are as under

Sl No	Post	Pay Scale	Appointing Authority
<b>I</b>	<b>Administration: Group 'A' (CSS)</b>		
1	Director of Admn. ( Dy. Secy. in the Gol)	Rs 15600-39100+7600	President
2	Dy. Director of Admn. (Under Secy in Gol)	Rs 15600-39100+6600	-do-
3	Senior PPS (CSSS)	Rs 15600-39100+7600	-do-
4	PPS(CSSS)	Rs 15600-39100+6600	-do-
	<b>Group 'B'</b>		
5	Section Officers (CSS)	Rs 9300-34800+4800	-do-
6	Assistants (CSS)	Rs 9300-34800+4600	-do-
7	PS (CSSS)	Rs 9300-34800+4800	-do-
8	Stenographers Gr. 'B'	Rs 9300-34800+4200	-do-
9	Stenographers Gr. 'C'	Rs 9300-34800+4200	-do-
	<b>Group 'C'</b>		

1	UDCs(CSCS)	Rs 5200-20200+2400	DS.in Min.
2	LDCs(CSCS)	Rs 5200-20200+1900	-do-
3	Stenographer Gr. D	Rs 5200-20200+2400	-do-
<b>II</b>	<b>Hindi Shakha (CSOL Cadre) Group 'A'</b>		
1	Joint Director (OL)	Rs 15600-39100+7600	President
2	Asstt. Director (OL)	Rs 15600-39100+5400	-do-
	<b>Group 'B'</b>		
1	Sr. Hindi Translator	Rs 9300-34800+4600	DG
2	Jr. Hindi Translator	Rs 9300-34800+4200	-do-
3	Proof Reader Hindi	Rs 9300-34800+4200	-do-
<b>III</b>	<b>Labour Officer</b>		
	<b>Group 'A'</b>		
1	Senior Labour Officer	Rs 15600-39100+6600	President
2	Labour Officer	Rs 15600-39100+5400	-do-
<b>IV</b>	<b>Account Personnel: Group 'A'</b>		
1	Financial Officer to DG	Rs 15600-39100+5400	-do-
	<b>Group 'B'</b>		
2	F.O. to CEs	Rs 9300-34800+5400	-do-
3	Financial Asstts.	Rs 9300-34800+4200	DG
<b>V</b>	<b>Isolated Posts</b>		
<b>A.</b>	<b>Group 'A'</b>		
1	Medical Officer Health		
<b>B.</b>	<b>Group 'C'</b>		
1	Supdt. C.W.A. Board	Rs 9300-34800+4200	

### 5.5. Direct Recruitment and Promotions:

A compendium of Recruitment Rules for Regular post of Cadres in CPWD was released in December 2012. The following table gives in brief method of filling of various posts. Compendium should be consulted for full details while making appointments..

#### A: Posts filled Direct recruitment :

Sl. No.	Name of posts/Pay scale/ Grade pay	Educational Qualification/ Experience , Age	Name of Agency for conducting the examination for Direct Recruits	Appointing Authority	Probation period and Confirmation/ Composition of DPC for confirmation
1	2	3	4	5	6
1.	Asstt. Executive Engineers (Civil	Degree in Civil (for Civil)/ Electrical or Mechanical	Combined Engineering	President of India	Two years. <b>Professional test and test in Hindi are</b>

	/ Electrical) PB-3, Rs.15600-39100 with GP of Rs.5400  <b>(Group "A" Gazetted)</b>	Engineering (for Electrical) from recognized University or equivalent. Degree/ Diploma in Engineering from foreign University/ College/Institution and under such conditions as may be recognized by the Government for the purpose from time to time.  21 to 30 Yrs on 1 <sup>st</sup> Day of January of the year in which examination is held.	Services Examination conducted by UPSC.		<b>required to passed for earning increments as well as satisfactorily completion of probation.</b>  <b><u>Group "A" DPC for confirmation:</u></b> Addl DG, CPWD - <b>Chairman</b>  Director/Deputy Secy, MoUD. - <b>Member</b>  Chief Engineer, CPWD - <b>Member</b>
2.	Dy. Architect PB-3, Rs.15600-39100 with GP of Rs.5400  <b>(Group "A" Gazetted)</b>	Degree in Architecture of a recognized University or Institution.  Registered as an Architect under Architects Act, 1972.  Not exceeding 35 years on closing date for receipt of application	Union Public Service Commission	President of India	Two years. Confirmation to be done on satisfactorily completion of probation period.  <b><u>Group "A" DPC for confirmation:</u></b> Addl Director General, CPWD - <b>Chairman</b>  Director/Deputy Secy, MoUD. - <b>Member</b>  Chief Architect, CPWD - <b>Member</b>
3.	Assistant Architect ** PB-2, Rs.9300-34800 with GP of Rs.4600  <b>(Group "B" Gazetted)</b>	Degree in Architecture of a recognized University or equivalent.  Registered as an Architect under Architects Act, 1972.  Not exceeding 30 years on closing date for receipt of application	Union Public Service Commission	President of India	Two years. Confirmation to be done on satisfactorily completion of probation period.  <b><u>Group "B" DPC for confirmation:</u></b> Director General, CPWD - <b>Chairman</b> Chief Architect, CPWD - <b>Member</b> Deputy Secy, MoUD - <b>Member</b> - <b>Member</b> Director of Administration, CPWD - <b>Member</b>
4.	Asstt. Director (Horticulture) PB-2, Rs.9300-34800 with GP of Rs.4600  <b>(Group "B" Gazetted)</b>	M. Sc. in Agriculture with specialization in Horticulture / M.Sc. in Horticulture with Floriculture or Olericulture as a subject/ M.Sc. in Botany with Horticulture/ B.Sc. in Agriculture/Botany/ Horticulture with M.Sc. in Landscape Architecture/ M.Sc. in Floriculture and Landscaping or Horticulture from recognized University or equivalent.	10% - DR  Union Public Service Commission	President of India	Two years. <b>Departmental Examination in Simple Accounts is required to be passed / qualified for earning increments as well as satisfactorily completion of probation.</b>  <b><u>Group "B" DPC for confirmation:</u></b> Add. Director General, CPWD - <b>Chairman</b>  Chief Engineer (Personnel and Systems), CPWD or

		Two years experience in Horticulture i/c ornamental gardening.  Not exceeding 30 years on closing date for receipt of application			Director of Horticulture, CPWD - <b>Member</b>  Director or Dy. Secretary, M/o Urban Dev. - <b>Member</b>  Director Administration, CPWD . - <b>Member</b>
5.	Junior Engineer (Civil)/(Electrical) **  PB-2, Rs.9300-34800 with GP of Rs.4200  <b>(Group “B” Non-Gazetted)</b>	Diploma in Civil/Electrical or Mechanical Engineering from an Institute recognized by Central Government or equivalent.  Between 18 to 27 years on closing date for receipt of application	95% - DR  Staff Selection Commission	SE	Two years. <b>Departmental Examination in Simple Accounts is required to be passed / qualified for earning increments as well as satisfactorily completion of probation.</b>  <b><u>DPC for confirmation:</u></b> SE - <b>Chairman</b> Ex. Engg. - <b>Member</b> Ex. Engg. or equivalent level (Outsider) - <b>Member</b>
6.	Section Officer (Horticulture)**  PB-2, Rs.9300-34800 with GP of Rs.4200  <b>(Group “B” Non-Gazetted)</b>	Degree of B.Sc. (Agri.) or B.Sc (Horticulture)  Not exceeding 27 years on closing date for receipt of application	Staff Selection Commission	Director (Hort)	Two years. <b>Departmental Examination in Simple Accounts is required to be passed/qualified for earning increments as well as satisfactorily completion of probation.</b>  <b><u>DPC for confirmation consisting of:</u></b>  Director of Horticulture, CPWD - <b>Chairman</b>  Additional Director of Horticulture, CPWD - <b>Member</b> Dy. Director of Hort., CPWD - <b>Member</b>
7.	Assistant ** (Architectural Department)  PB-2, Rs.9300-34800 with GP of Rs.4200  <b>(Group “B” Non-Gazetted)</b>	Diploma in Architecture or equivalent.  Between 18 to 25 years on closing date for receipt of application.	CPWD	Director General, CPWD	Two years. Confirmation to be done on satisfactorily completion of probation period.  <b><u>Group “B” DPC for confirmation consisting of:</u></b> Director of Administration, CPWD - <b>Chairman</b> Senior Architect, CPWD - <b>Member</b> Dy. Director of Admn., CPWD - <b>Member</b>
8.	Junior Hindi Translator**  PB-2, Rs.9300-34800 with GP	Master degree from recognized University in Hindi/English, with English/Hindi as a compulsory/elective	Staff Selection Commission	Director (Admn) CPWD	Two years. Confirmation to be done on satisfactorily completion of probation period.

	of Rs.4200  <b>(Group “B” Non-Gazetted)</b>	subject.  Not exceeding 28 years on closing date for receipt of application			<b>Group “B” DPC for confirmation:</b> SE (Coord.) - <b>Chairman</b> Surveyor of Works - <b>Member</b> Ex. Engg. - <b>Member</b>
9.	Draftsman Grade III ** (Civil)/ (Electrical)  PB-1, Rs.5200-20200 with GP of Rs.2400  <b>(Group “C” Non-Gazetted)</b>	Matriculation or equivalent from recognized Board/ University. 2 years Diploma / Certificate in Draftsmanship from ITI or equivalent. 1 year experience in the line.  Between 18 to 25 years on closing date for receipt of application.	95% -DR  Staff Selection Commission	SE	Two years. Confirmation to be done on satisfactory completion of probation period.  <b>Group “C” DPC Composition :-</b>  SE - <b>Chairman</b> Superintending Surveyor of the same Region - <b>Member</b>  SE of the same Region - <b>Member</b>
10.	Steno Gr.II  PB-1, Rs.5200-20200 with GP of Rs.2400  <b>(Group “C” Non-Gazetted)</b>	Matriculation or equivalent from a recognized University Possessing a speed of 80 words per minute in stenography (Eng./Hindi).  Between 18 to 27 years on closing date for receipt of application	Staff Selection Commission	SE	Two years. <b>DPC Composition:-</b>  SE - <b>Chairman</b> SE of the same Region - <b>Member</b>  SE from the other Region - <b>Member</b>
11	Lower Division Clerk  PB-1, Rs.5200-20200 with GP of Rs.1900	Class XII pass. Typing speed of 35 wpm in English and 30 wpm in Hindi on computer.  Between 18 to 27 years on closing date for receipt of application	<b>85%</b> –DR  Staff Selection Commission	Regional Coord. Office	Two years. Confirmation to be done on satisfactory completion of probation period.  <b>Group “C” DPC Composition:-</b>  SE (Coord.) - <b>Chairman</b>  Two Executive Engineers - <b>Member</b>
12	Multi Tasking Staff	Matriculation or equivalent qualification or ITI pass  Between 18 to 25 years on closing date for receipt of application	<b>100%</b> - DR	Regional Coord. Office	Two years. Confirmation to be done on satisfactory completion of probation period.  <b>Group “C” DPC Composition:-</b>  SE - <b>Chairman</b>  Two Executive Engineers - <b>Member</b>

\*\* Recruitment Rules are under revision.

**B: Posts filled by Promotion:**

**(i) Engineering and Architectural Cadre**

Sl. No.	Name of posts/Pay scale/ Grade pay	Educational Qualification/ Experience Eligibility of LDCE/ Deputation	Mode of Appointment	Appointing Authority	Probation period/ Confirmation Composition of DPC for promotion/confirmation
1	Director General, CPWD  Apex Scale Rs.80000 (fixed)  <b>(Consequent to cadre review, the RR for the post is under revision)</b>	Not required, being promotional post.  Spl DG with 2yrs combined regular service in the grade of Addl DG and Spl DG or Addl DG (Arch) Failing which Spl DG with 5yrs combined regular service in the grade of Spl DG, Addl DG and Chief Engineer or Addl DG (Arch) with 5 years combined service as Addl DG (Arch) and Chief Architect.	Promotion	President of India	No probation.  <b>Group "A" DPC</b> <b>Composition:-</b>  Chairman/Member, UPSC - <b>Chairman</b>  Secretary, M/o Urban Dev. - <b>Member</b>  Secretary, M/o Road Transport and Highways - <b>Member</b>
2.	Special DG (Civil)/(Electrical & Mechanical) / (Architecture)  HAG + Scale (Rs.75500-80000)	Not required, being promotional post.  Additional DG (Civil)/(Electrical & Mechanical) / (Architecture) respectively with one year regular service in the grade.	Promotion	President of India	No probation.  <b>Group "A" DPC</b> <b>Composition :-</b> Chairman/Member, UPSC - <b>Chairman</b> Secretary, M/o Urban Dev. - <b>Member</b> Director General, CPWD - <b>Member</b>
3.	Additional DG (Civil) / (Electrical and Mechanical) / (Architect)  HAG Scale ( Rs 67000 – Rs 79000)	Not required, being promotional post.  Chief Engineer (Civil)/ Chief Engineer (Electrical & Mechanical) / Chief Architect respectively with three year regular service in the grade or 25 years regular service Group A with at least one year regular service in PB-4 with Grade Pay of Rs 10000/-	Promotion	President of India	No probation.  <b>Group "A" DPC</b> <b>Composition :-</b> Chairman/Member, UPSC - <b>Chairman</b> Secretary or Special Secy M/o Urban Dev. - <b>Member</b> Director General, CPWD - <b>Member</b>
4.	Chief Engineer (Civil) / Chief Engineer (Electrical and Mechanical) / Chief Architect  PB-4, 37400-67000 with GP of Rs.10000	Not required, being promotional post.  Superintending Engineer (Civil)/ Superintending Engineer (Electrical & Mechanical) / Senior Architect respectively with three year regular service in the grade and have completed 2 week's course	Promotion	President of India	No probation.  <b>Group "A" DPC</b> <b>Composition :-</b>  Chairman/Member, UPSC - <b>Chairman</b>  Special Secretary/Add. Secretary, M/o Urban Development

		on higher management <b>or</b> 17 years regular service Group A with at least one year regular service in PB-4 with Grade Pay of Rs 8700/- and have completed 2 week's course on higher management			<b>-Member</b> Director General, CPWD <b>- Member</b>
5.	Superintending Engineer (Civil) / Superintending Engineer (Electrical and Mechanical)  PB-4, 37400-67000 with GP of Rs.8700	Not required, being promotional post.  Executive Engineer (Civil)/ Executive Engineer (Electrical & Mechanical) / respectively with 13 year regular service in Group A out of which at least four year regular service in the grade including regular service if any rendered in Non Functional Second Grade in PB-3 Grade Pay Rs 7600/- and possessing educational qualification as prescribed for direct recruits and have completed 2 week's course on higher administration and Legal matters <b>or</b> Executive Engineer (Civil)/ Executive Engineer (Electrical & Mechanical) / respectively in PB-3 Grade Pay Rs 6600/- with 9 year regular service in the grade including regular service if any rendered in Non Functional Second Grade in PB-3 Grade Pay Rs 7600/- and possessing educational qualification as prescribed for direct recruits and have completed 2 week's course on higher administration and Legal matters	Promotion	President of India	No probation.  <b>Group "A" DPC</b> <b>Composition :-</b>  Chairman/Member, UPSC <b>- Chairman</b>  Spl DG / Addl DG, CPWD <b>- Member</b>  Addl Secretary/ Joint Secretary, M/o Urban Development <b>- Member</b>
6	Senior Architect  PB-4, 37400-67000 with GP of Rs.8700	Not required, being promotional post.  Architect with 13 year regular service in Group A out of which at least four year regular service in the grade including regular service if any rendered in Non Functional Second Grade in PB-3 Grade Pay Rs 7600/- and have completed 2 week's course on higher administration and Project Management	Promotion	President of India	No probation.  <b>Group "A" DPC</b> <b>Composition :-</b>  Chairman/Member, UPSC <b>- Chairman</b>  Spl DG / Addl DG, CPWD <b>- Member</b>  Addl Secretary/ Joint Secretary, M/o Urban Development <b>- Member</b>

		or Architect with 9 year regular service in the grade including regular service if any rendered in Non Functional Second Grade in PB-3 Grade Pay Rs 7600/- and have completed 2 week's course on higher administration and Project Management.			
7.	Executive Engineer (Civil) / (Electrical and Mechanical) / Architect (Non Functional Second Grade)  PB-3, Rs.15600 – Rs 39100) with GP of Rs.7600	Not required, being Non Functional Upgradation.  Executive Engineer (Civil) / Executive Engineer (Electrical & Mechanical) / Architect respectively in PB- 3 with Grade Pay of Rs 6600/- with 5 years regular service in the grade.	Non Functional Upgradation	President of India	No probation.  <b><u>Screening Committee Composition :-</u></b>  Special DG / Addl DGI, CPWD <b>– Member</b>  Joint Secretary, M/o Urban Development <b>-Member</b>
8	Executive Engineer (Civil) / (Electrical and Mechanical)  PB-3, Rs.15600 – Rs 39100) with GP of Rs.6600	Not required, being promotional post.  i)33 1/3 % from Assistant Executive Engineer (Civil)/ (Electrical & Mechanical) with 4 years regular service in the grade and have successfully completed two weeks course on contract law, e-governance, building bye-laws and building services.  ii)66 2/3% from Assistant Engineer (Civil)/ (Electrical & Mechanical) with 7 years regular service in the grade and possessing Degree in Engineering (Civil) / (Electrical / Mechanical) respectively and have successfully completed two weeks course on contract law, e-governance, building bye-laws and building services.  <b>Note:</b> Officers in the grade of Assistant Engineer (Civil) / (Electrical & Mechanical) on the date of notification of these rules and possessing diploma in Engineering with 9 years regular service in the grade shall be eligible limited to 33 1/3 % of vacancies arising in the grade on annual basis.	Promotion	President of India	No Probation  i)From Assistant Executive Engineer (Civil)/ (Electrical/ Mechanical)  <b><u>DPC Composition :-</u></b> Special DG / Addl DGI, CPWD – <b>Chairman</b> Joint Secretary, M/o Urban Development - <b>Member</b>  ii) Assistant Engineer (Civil) / (Electrical & Mechanical)  Chairman/Member, UPSC – <b>Chairman</b>  Spl DG / Addl DG, CPWD – <b>Member</b>  Joint Secretary, M/o Urban Development - <b>Member</b>

		Provided that a senior Assistant Engineer (Civil)/ (Electrical & Mechanical) with 7 years regular service in the grade and possessing Degree in Engineering (Civil) / (Electrical / Mechanical) respectively shall also be considered when junior Diploma holder Assistant Engineer is considered.			
9.	Architect  PB-3, Rs.15600-39100 with GP of Rs.6600	Not required, being promotional post.  i)75% from Deputy Architect with 4 years regular service in the grade and have successfully completed two weeks course on National Building Code and Green Building Concept Norm and e-governance. ii)25% from Assistant Architect with 6 years regular service in the grade and possessing Degree in Architecture and registered as Architect in council of Architecture and have successfully completed two weeks course on National Building Code and Green Building Concept Norm and e-governance.	By Promotion	President of India	No probation.  i)From Deputy Architect  <b><u>DPC Composition :</u></b>  Special DG / Addl DGI, CPWD – <b>Chairman</b>  Joint Secretary, M/o Urban Development - <b>Member</b>  ii) Assistant Architect  Chairman/Member, UPSC – <b>Chairman</b>  Spl DG / Addl DG, CPWD – <b>Member</b>  Joint Secretary, M/o Urban Development – <b>Member</b>
10.	Assistant Engineer (Civil) / (Electrical / Mechanical)  PB-2, Rs. 9300-34800 with GP of Rs.4600	<b>LDCE:</b> Exam. to be conducted by CPWD Training Instt. Or any other Instt. Duly recognized by Central Government open to Jr. Engg (Civil) / (Electrical and Mechanical) with 4 years regular service.	80% - Prom. 20% - LDCE	DG, CPWD	Two years. <b>Departmental Examination in Accounts is required to be passed for earning increments as well as satisfactorily completion of probation.</b>  <b><u>Gr “B” DPC Composition</u></b> :-Add. Director Genl. CPWD – <b>Chairman</b> Chief Engineer CPWD – <b>Member</b> Director/ Deputy Secy MoUD – <b>Member</b> Director of Admn., CPWD – <b>Member</b>
11.	Technical Officer  PB-2, Rs.9300-34800 with GP of Rs.4600	Assistant (Architect Department) with 6 years regular service in the grade.	By promotion	DG, CPWD	Two years. Confirmation to be done on satisfactorily completion of probation period.  <b><u>Gr “B” DPC Composition</u></b>

					Add. DG(Arch.) / Add. DG CPWD - <b>Chairman</b> Chief Arch /CE CPWD - <b>Member</b> Director / Deputy Secy MoUD - <b>Member</b> Director ( Admn), CPWD - <b>Member</b>
12.	Junior Engineer (Civil)/ (Electrical and Mechanical) PB-2, Rs. 9300- 34800 with GP of Rs.4200	<b>LDCE:</b> Exam. to be conducted by CPWD from amongst departmental employees (work charged or regular) with 5 years continuous service in CPWD possessing the minimum education qualification i.e. Diploma in Civil / Electrical or Mechanical Engineering from an Instt. Recognized by Central Government or equivalent	5% -LDCE	SE (Coord.)	Two years. <b>Departmental          Examination in Simple          Accounts is required to be          passed for earning          increments as well as          satisfactorily completion of          probation.</b> <b>DPC for confirmation:</b> SE (Coord.) - <b>Chairman</b> Ex Eng (Planning) - - <b>Member</b> Ex. Engg. - <b>Member</b>

**(ii) Horticulture cadre**

1.	Deputy Director General (Horticulture)  PB-4, Rs.37400- 67000 with GP of Rs.10000	Director (Horticulture) with three year regular service in the grade.  <b>Deputation:</b> Holding of analogous post on regular basis, 3 years' service in PB-4 with GP of Rs.8700 with 15 years' experience in Horticulture including Ornamental Gardening ranging over various fields of Horticulture.	Promotion failing which by Deputation	President of India	No probation.  <b>Group "A" DPC          Composition :-</b>  Chairman/Member, UPSC - <b>Chairman</b> Secretary/ Spl Secy / Addl Secretary. M/o Urban Dev. - <b>Member</b>  DG/ Spl DG/ Addl DG, CPWD - <b>Member</b>
2.	Director (Horticulture)  PB-4, Rs.37400- 67000 with GP of Rs.8700	DD(Hort.) with 10 years regular service in the grade or DD(Hort.) with 8 years regular service in the grade and having at least 17 years combined regular service as DD(Hort.) and AD(Hort.).  <b>Deputation:</b> Holding of analogous post on regular basis or with 5 years' regular service in PB-3 GP of Rs.7600 or equivalent or with 10 years' regular service in PB-3, GP of Rs.6600 or equivalent in the parent cadre/ department. <b>Experience:</b> 10 years' experience in Horticulture	Promotion failing which by Deputation	President of India	No probation.  <b>Group "A" DPC          Composition :-</b>  Chairman/Member, UPSC - <b>Chairman</b>  Additional Secretary/ Jt. Secy, M/o Urban Dev. - <b>Member</b>  Director General, CPWD/Additional DG (Works) - <b>Member</b>

		including Ornamental gardening.			
3.	Dy. Director (Horticulture)  PB-3, Rs.37400-67000 with GP of Rs.6600	Not required being promotional post.  Asst Director (Hort.) with 7years regular service in the grade.  <b>Deputation:</b> Holding of analogous post on regular basis or with 5 years' regular service in PB-2 GP of Rs.5400 or equivalent or with 7 years' regular service in PB-2, GP of Rs.4600 or equivalent in the parent cadre/ department. <b>Experience:</b> 5 years' experience in Horticulture including Ornamental gardening.	Promotion failing which by Deputation	President of India	Two years. Confirmation to be done on satisfactory completion of probation period.  <b>Group "A" DPC Composition :-</b>  Chairman/Member, UPSC - <b>Chairman</b> Joint Secretary/ Director, M/o Urban Dev. – <b>Member</b>  Director General, CPWD/ Additional Director Gen. (Works) – <b>Member</b>
4.	Asstt. Director (Horticulture)  PB-2, Rs.9300-34800 with GP of Rs.4600	Not required being promotional post.  Sectional Officer (Hort.) with 5 years regular service in the grade.	90% by promotion	Director General, CPWD	Two years. <b>Departmental Examination in Simple Accounts is required to be passed/qualified for earning increments as well as satisfactory completion of probation.</b> <b>Group "B" DPC :</b> Additional DG, CPWD - <b>Chairman</b> Chief Engineer (P & S) or Director ( Hort.). CPWD - <b>Member</b> Director or Dy. Secretary, M/o Urban Dev. – <b>Member</b> Director (Admn), CPWD - <b>Member</b>

(iii) Drawing/Draftsmen Cadre

1.	Chief Estimator (Civil) / (Electrical)* PB-2, Rs.9300-34800 with GP of Rs.4600	Not required, being promotional post.  Draftsman grade I (Civil) / (Electrical) with 3 years regular service in the grade.	By promotion	DG, CPWD	Two years. Confirmation to be done on satisfactory completion of probation period. <b>DPC Composition :-</b> Director of Admn. (CPWD) - <b>Chairman</b> Deputy Director (Admn.) - <b>Member</b> Supdt. Engg./ Supdt. Engg. (Planning)/Senior Architect - <b>Member</b>
2.	Draftsman Grade-I (Civil) / (Electrical)*  PB-2, Rs.9300-	Not required, being promotional post.  Draftsman Grade II (Civil) / (Electrical) with 4 years	100% promotion	SE (Coord)	<b>DPC Composition :-</b> Superintending Engg. (Coord.) of concerned Region - <b>Chairman</b> Superintending Surveyor

	34800 with GP of Rs.4200	regular service in the grade			of the Region - <b>Member</b> Superintending Engineer of the Region - <b>Member</b>
3.	Draftsman Grade-II (Civi) / (Electrical)*  PB-1, Rs.5200-20200 with GP of Rs.2800	Not required for promotion.  Draftsman Grade III (Civil) / (Electrical) with 5 years regular service in the grade.	100% promotion failing which by DR	SE (Coord.)	Nil for promotion. <b>DPC Composition :-</b> Superintending Engg. (Coord.) of the Region - <b>Chairman</b> Superintending Surveyor of the Region - <b>Member</b> Superintending Engineer of the Region - <b>Member</b>
4.	Draftsman Grade-III (Civil) / (Electrical)*  PB-1, Rs.5200-20200 with GP of Rs.2400	Ferro-printer with 8 years service in the grade, subject to passing departmental qualifying test.	5% by Promotion	SE (Coord.)	Two years. <b>DPC Composition :-</b> Superintending Engg. (Coord.) of the Region - <b>Chairman</b> Superintending Surveyor of the Region - <b>Member</b> Superintending Engineer of the Region - <b>Member</b>
* After cadre structuring, the cadres of Draftsman-II and Draftsman-I have been merged and re-designated as Estimator vide O.M. No.58/04/07/S&D/24 dated 10.01.2012. However, revised RRs for the merged/re-designated posts have not yet been issued so far.					

**(iv) Ministerial Staff**

1.	Office Superintendent Grade-I*  PB-2, Rs.9300-34800 with GP of Rs.4600	Not required, being promotional post.  Superintendent Grade II with three years regular service in the grade.	By promotion	DG, CPWD	No probation. <b>Group "B" DPC Composition :-</b> Chief Engg. - <b>Chairman</b> Director (Admn.) (CPWD) - <b>Member</b> Director/Dy.Secy., M/O Urban Dev. - <b>Member</b>
2.	Office Superintendent Grade-II*  PB-2, Rs.9300-34800 with GP of Rs.4200	Not required, being promotional post.  80% from Head Clerk, 20% from Steno Grade I with 5 years regular service in the grade.	By promotion	DG, CPWD	Two years. <b>DPC Composition :-</b> Director Admn., CPWD - <b>Chairman</b> Dy. Director, Office of the Directorate of Printing or Dte of Estates - <b>Member</b> Dy. Director of Admn.III, CPWD - <b>Member</b>
3.	Head Clerk  PB-2, Rs.9300-34800 with GP of Rs.4200		50% - Prom. 50%- LDCE	SE (Coord.)	Two years. Confirmation to be done on satisfactory completion of probation period. <b>Group "C" DPC Composition :-</b> SE (Coord.) - <b>Chairman</b> SE of the same Region - <b>Member</b> SE from CBDT failing which SE from P&T

					<b>- Member</b>
					<ul style="list-style-type: none"> <li>After cadre structuring, the cadres of Head Clerks and Superintendent-II have been merged and re-designated as Office Superintendent vide O.M. No.58/04/07/S&amp;D/24 dated 10.01.2012. However, revised RRs for the merged/re-designated posts have not yet been issued so far.</li> </ul>
4.	Upper Division Clerk  PB-1, Rs.5200-20200 with GP of Rs.2400	<b>LDCE:</b> From amongst LDCs and Telephone Operators serving in the Central Office of CPWD with minimum 3 years experience in the grade.	37½% by Promotion  50% by Qualifying Departmental Exam.  12½% by LDCE	SE (Coord.)	<b>Group "C" DPC Composition :-</b>  SE (Coord.) - <b>Chairman</b>  SE of the same Region - <b>Member</b>  SE from the other Region - <b>Member</b>
5.	Lower Division Clerk  PB-1, Rs.5200-20200 with GP of Rs.1900	<b>LDCE:</b> From amongst the Group 'C' staff in the Grade pay 1800 who possessed 12 <sup>th</sup> class passed and have years 3 regular service in the Group 'C'.	05% by promotion  10% by LDCE	SE (Coord.)	Two years. <b>DPC Composition :-</b> SE (Coord.) - <b>Chairman</b> SE of the same Region - <b>Member</b> SE from the other Region - <b>Member</b>

(v) **Stenographer cadre:**

1.	Steno.Gr.I  PB-2, Rs.9300-34800 with GP of Rs.4200	Not required being promotional post.  Stenographer Grade II with 5 years regular service in the post.	By Promotion failing which by deputation	Director General	Two years for promotees <b>DPC for promotion</b>  Addl. DG, - <b>Chairman</b> Director of Admn., - <b>Member</b> Director/Dy. Secy., M/o Urban Dev. - <b>Member</b>
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vi) **Official Language Cadre:**

1.	Asstt. Director (Official Language)  PB-2, Rs.9300-34800 with GP of Rs.5400	Not required, being promotional post. Junior Hindi Translator with 6 years regular service in the grade.	By promotion	DG CPWD	Two years. <b>DPC for promotion:</b> Chief Engg. (Pers. & Syst.) - <b>Chairman</b> Director of Admn., CPWD - <b>Member</b> Director/Deputy Secretary, M/o Urban Dev. - <b>Member</b>
2.	Sr. Hindi Translator  PB-2, Rs.9300-34800 with GP of Rs.4600	Junior Hindi Translator with 5 years regular service in the grade.	By promotion	Director General, CPWD	Two years.

**5.6 Posts filled by officers drawn from other cadres and on deputation:**

a) Labour officer/ Deputy Labour Welfare Commissioner:

The post of labour officer is filled by officers drawn from the pool administered by Ministry of Labour. They act as the liaison officer between the department and the labour. Their main function is to help in the settlement of dispute between labour and the management and between labour and the contractors by conciliation and arbitration. They are also required to ensure that the employing officers and contractors observe the provision of the various Labour Laws and whenever any contravention is noticed, to bring to the notice of the management.

b) Financial Officers :

These posts are filled by deputation of officers drawn from Accounts Service of CAG, Defence Accounts, Railways, CGA, Accountant General. The financial officer to the DG (CPWD) is of the rank of Assistant Accountant General and his duties are elaborated at Table appended under para 4.3.1. The Financial Officer to Chief Engineer are of the rank of Accounts Officer and Financial Assistants are of the rank of SAS Accountant. FO to Chief Engineer is responsible for budgeting, processing of tenders, arbitration cases and replies to audit paras in the zonal office.

c) Medical Officers :

The post of Medical Officer, are included in Central Health Service and are filled by Ministry of Health and Family Welfare.

## Chapter 6

### Departmental Examination

CPWD, with its large number of cadres, conducts various departmental examinations for officers/officials at different levels, for probation clearance, sanction of increment, promotion etc. The departmental examinations can be categorised into different groups as mentioned below :

- a) For probation clearances and confirmation.
- b) For earning 2<sup>nd</sup> increment.
- c) Promotion through Departmental Examination.
- d) Filling up of Direct Recruitment vacancy by departmental candidates.

#### 6.1 Departmental Examination :

The table below gives the various departmental examinations:

Sl. No.	Designation of officers/ Officials appearing in departmental examination.	Papers	Remarks.
<b>A) For Probation Clearance (Exam conducted by Addl DG (Trg))</b>			
1.	Asst. Executive Engineer (Civil)	Accounts-I, II, III Law of Contract Hindi Civil Engg –I, II Viva voce	Failure to pass examination within two years will result in stoppage of 2nd increment and probation clearance. On passing the examination subsequently, increment will be restored from normal date of increment but actual benefit would accrue from date following the date on which examination was held.
2	Asst. Executive Engineer (Electrical)	Accounts-I, II,III Law of Contract Hindi Elect. Engg – I, II Viva voce	
<b>B) For Earning 2<sup>nd</sup> Increment (Exam conducted by Addl DG (Trg))</b>			
3.	Junior Engineer	Simple Accounts	Failure to pass examination within two years from date of joining will result in stoppage of 2nd increment. On passing the examination subsequently, increment will be restored from normal date of increment but financial benefit would accrue from date following the date on which examination was held.
4	SO( Horticulture)	Simple Accounts	
5.	Assistant Engineer/	Accounts-I, II, III	Failure to pass examination within two years from date of promotion will result in stoppage

	Assistant Director (Horticulture)		of 2nd increment. On passing the examination subsequently, increment will be restored from normal date of increment but financial benefit would accrue from date following the date on which examination was held.
6.	Executive Engineer/ Deputy Director (Horticulture)	Accounts-I, II, III Law of Contracts	Note: 1.JEs/ SO(Hort) with 10yrs regular service may appear in Departmental Examination meant for AEs/ AD(Hort). 2.Assistant Engineer/ AD (Horticulture) having 10 yrs regular may appear in Departmental Examination meant for EE/ DD(Hort).
<b>C) Departmental Examination for promotion to the grade of Assistant Engineer (Civil/Electrical) (Exam conducted by Addl DG (Trg))</b>			
7.	Junior Engineer (Civil)	1) Engineering Design & Construction Practice (Civil)  2) General Engineering (Civil)	Regularly appointed Junior Engineer (Civil/Electrical) of the Central Public Works Department who have a minimum of four years qualifying service as on 1 <sup>st</sup> January of the year of vacancy shall be eligible to appear in the examination. <u>The examination has two parts.</u> <b>PART-I</b> - Written examination having two papers each carrying a maximum of 300 marks totalling to 600 marks in the subjects as shown in previous column.
8.	Junior Engineer (Electrical)	1) Engineering Design & Construction Practice (E&M)  2) General Engineering (E&M)	<b>PART-II</b> - Evaluation of record of service carrying a maximum of 200 marks of such candidates who find place in the eligible list of candidates 3 times of declared vacancy in order of merit. The maximum marks for ACR will be 40 for each year and for service length @ 2 marks for each year limited to maximum 40 marks
<b>D) Departmental Examination for promotion to the grade of LDC to UDC and UDC to Office Superintendent (Exam conducted by Coordination of the region)</b>			
9	Lower Division Clerk	1.Language 2.Rules and Procedures	Eligibility and apportioning of number of post of UDC shall be as per extant Recruitment Rules.
10.	Upper Division Clerk	1.Precis writing and drafting. 2.Office Procedure 3.General Service &and Financial Rules	Eligibility and apportioning of number of post of Office Superintendent shall be as per extant Recruitment Rules.

<b>E) Departmental Examination for Appointment to the Post of Junior Engineer ( Civil/Electrical ) (Exam conducted by ADG ( Trg.))</b>			
11.	Regular/Work charged Staffs of CPWD possessing diploma or any higher qualification in Civil/Electrical/ Mechanical Engineering.	<u>JE(Civil)</u> 1.General Engineering 2.Structural Engineering  <u>JE(Electrical)</u> 1.General Engineering (Electrical) 2. Mechanical Engineering	Each paper carries 100 Marks. In addition Annual Performance Reports carries 50 marks. Those having Educational Qualification of Diploma or higher in Civil engineering shall be considered for JE(Civil) and those having Educational Qualification of Diploma or higher in Electrical or Mechanical engineering shall be considered for JE(Electrical). The officers should have a qualifying regular service of five years as on the 1 <sup>st</sup> . January of the Year of vacancy. Merit list based on aggregate marks finally awarded to each candidate will be prepared for selection to the post of Junior Engineer(Civil/Electrical).
<b>F) Departmental Examination for Appointment to the Post of Lower Division Clerk (Exam conducted by Coordination of the region)</b>			
12.	Regular/ Work Charged (Age below 45 years for general and 50 years for SC/ST)	1.Language and General Subject. 2.General knowledge.	The Language and General subject Paper will have portions to be answered in English or/and Hindi and having maximum marks of 300. The General Knowledge paper is to be answered in English or Hindi having maximum marks of 100. The Age will be calculated on the 1 <sup>st</sup> January of the year of vacancy.

## 6.2 Exemption from Passing Departmental Examination :

The Executive Engineer/ Assistant Engineer/Junior Engineer and equivalent are required to pass the departmental examination within 2 years from the date of promotion/joining the department for earning the 2<sup>nd</sup> increment. Exemption from passing the departmental examination will be considered on case to case basis after attaining age 57 years. Exemption will be granted by DG,CPWD subject to the officers having Very Good Service record.

## 6.3 Syllabus for Departmental Examination

### A) For Assistant Executive Engineers(Civil)

#### (i) **Accounts Paper I:-**(Without Books)

C.P.W. Accounts Code, except Appendices 1 and 4.

(ii) **Accounts Paper II:-**(With Books).

- (a) Central P.W. Accounts Code except Appendices 1 and 4 (the Assistant Engineers are required to have a thorough knowledge of writing up various Accounts Forms, such as Cash Book, Contractor's ledger, Material at site Accounts, Stock Returns, Register of works, Works Abstracts, Preparation of Contractors Bill, Computerised M.B, computerised bill, e-tendering, Knowledge of working of [www.cpwdsewa.nic.in](http://www.cpwdsewa.nic.in) for maintenance services and PIMS etc.

(iii) **Accounts Paper III:-**(Without Books)

- (a) CPWD Manuals.  
(b) CPWD Code.  
(c) Delegation of Financial Powers.  
(d) Application of various clauses of CPWD contracts.

(iv) **HINDI Paper-I :-** (Without books)

This is designed to test the officers knowledge of the Hindi language and another to test his familiarity with Departmental Hindi Terminology, diglot or bilingual manuals.(This paper will be of Praveen or Middle class standard only.)

(v) **Hindi Paper-II :-**(Without books)

This paper will be designed to test the officer's knowledge of Departmental Hindi Terminology. The translation passages in the paper will deal mainly with Departmental matters. Examinees will also be expected to write a short note on some subject or Departmental interest with a view to judge their capacity to express themselves originally in Hindi.

**Note:-**

- a) Exemption from appearing in Hindi papers – I: In certain cases, those who have already passed Praveen or Middle class standard or the Higher Examinations such as Pragya, Matriculation or equivalent examination in Hindi, will be exempted from appearing in Paper-I. Officers who claim exemption from passing the First paper in Hindi will be required to furnish a declaration stating clearly the particulars of the academic or other examinations in Hindi already passed by them on the basis of which the exemption is sought along with documentary proof. They will however, be required to appear in Paper II in Hindi.

(vi) **Vivavoice.**

Candidates shall be tested for judging their ability as practical Engineers and Works Manager.

(vii) **Civil Engineering Paper-I** :-(Without Books)

The candidates shall be tested for the works of construction undertaken by the CPWD, for their knowledge on modern trends in use of materials, construction techniques and executive control like PERT, CPM and WBPMS etc.

(a) Specifications:-

Books of specifications for works at Delhi (Latest Edition). Candidates shall be tested for their knowledge about the materials of construction and their testing, the construction methods, detailing by suitable sketches, ability to draft specifications for materials and for construction works as applied to Buildings, Roads, Water Supply and Sanitary installations and Drainage.

(b) Analysis of Rates and Schedule of Rates.:-

Candidates shall be tested on the basic principles underlying the analysis of rates, hire charge and measurements of works. Concepts on costs indices as adopted in the Department and for their knowledge about the material and labour constant involved in the analysis.

(c) National Buildings Code.:-

Parts III, V, VII and IX, (Section I & III) dealing with general building requirements, buildings, materials, construction practices, safety and plumbing practices. Candidates shall be tested for their knowledge for I.S. specifications in respect of materials and their tests as also the methods of construction.

(d) I.C.A.O. recommendations:-

Relevant parts of the Annexure 14.

(e) Principles of valuation of building and property.

(f) Green building concepts.

(viii) **Civil Engineering Paper-II** :-(With Books)

**Note:-** Complicated mathematical problems should not be set.

(a) Survey:-

Use and adjustment of instruments, compass, plane table, theodolite, and contour survey, levelling surveys – horizontal and vertical.

(b) Roads, Pavements and Aviation Works.:-

The alignments and standards, General Principles of design for flexible and rigid pavements, L.C.N. and equivalent load concept, I.R.C. Recommendation, C.B.R and its determination, Elementary soil mechanics, bearing capacity of soil, plate load tests, laboratory and field tests.

(c-1) Structure Engineering.:-

- i) National Buildings Code on structural designs – Chapter VI.
- ii) Direct and combined stresses, strains, bending moments and shear forces, diagrams, moment distribution and other methods of analysis for statically and indeterminate structures. Earth Pressures and earth retaining structures.

(c-2) Foundations.:-

Single and Combined footing, strip footings, rafts, piles, wells.

Columns and struts, slabs, beams, tee beams, built up girders, Warren and lattice girders, steel connections and welds, Influence lines, Moving loads, Bridges, General Principles of design, IRC recommendations, suspension and cantilever bridges.

(c-3) Arches.:-

Three pinned, two pinned and rigid. Pre-stressed concrete – Important method of pre-stressing, post tensioning, pre-casting and steam curing.

(d) Water Supply.:-

Discharge measurements, General Considerations in design of distribution lines and storage tanks.

Pumping stations – Design considerations.

B) For Assistant Executive Engineers(Electrical)

- (i) Paper same as at Para A (i) to (vi).
- (ii) Electrical Engineering Paper-I:- ( Without Books)

General knowledge of India Electricity Act, Indian Electricity Rules, Procedure and charges to be paid to licences for obtaining connections, C.P.W.D. general specifications for electrical works, Principles of analysis of rates, hire charges, Measurements of electrical works. Candidates shall be tested for their knowledge on modern trends in the use of materials construction techniques and executive control like PERT,CPM and WBPMS etc.

(a) Materials and Equipment.:-

- Internal E.I. Different wiring materials and their applications.
- Underground cables and their joining.
- Sub-stations – Equipment, components and their functions and specifications.
- Over-headlines - components and their applications.
- Illumination – Type and characteristics of Lamps, fittings and their applications.
- Lightning protection – Different types of materials and their applications.
- Water Supply – types of pumps, their characteristics and applications.
- Motors and Generating Sets - Different types, their selection, erection and protection.
- Lifts – various types, components, specifications, applications.
- Air-conditioning and refrigeration - Different types of equipment, their components, specifications. Heating insulating materials and their specifications, applications.
- Airport installations – Different types of air-field lighting fittings, control equipment and their application. Flood lighting

(b) I.C.A.O. recommendations.:-

- Annexure 14 and relevant sections of the Aerodrome Manual.

(c) I.S.B. Standards.:-

- Knowledge of the ISB, National Buildings Code, Portions pertaining to electrical installations, Codes of Practices for lift installations, lighting protection, Earthing, Safety procedures and practices in electrical works, installation and maintenance of transformers.

(d) Maintenance.:-

- Procedure of preventive and ordinary maintenance of internal and external electrical installations, mechanical equipment, pumps, motors, generating sets, lifts, Air conditioning plants and sub-station equipment.

(e) Solar Energy Utilisation.:-

- Solar Hot Water system.
- solar photo voltaic system.

(f) Green Building Concepts & Energy Audit:-

- Basics of Green Building.
- Electrical Provisions for different rating of Green Building.
- ECBC
- Energy Conservation.

(ii) Electrical Engineering Paper-II:- ( With Books)

Candidates shall be tested for their knowledge on General principles of design and their applications in respect of following subheads :

(a) Internal E.I : System of wiring, design of wiring installations, selection of distribution system, selection of protective gear,.

(b) Illumination : Definitions, units and standards, Principles of interior and outdoor lighting, system of illumination, lighting calculations, layout and design.

(c) Sub-Station: Design of sub-station, specifications for equipment, sub-station layout, Selection of generating sets and power House layout.

(d) Lightning protection :Design and layout.

(e) Fire Alarm and Protection : Various systems of Fire Alarms, design consideration and layout. Fire pumps, design consideration and specifications.

(f) Water Supply : Design of water supply, pumping system for different parameters, layout.

(g) Lifts : Parameters affecting the design of lift installations, Traffic analysis.

(h) Air-conditioning, Refrigeration and ventilation, Heating and cooling load calculations, systems, designs, duct layout.

**Note:-**The Pass percentages prescribed for these subjects for both AEE(civil) and AEE(Electrical) are as under :-

- Accounts (Papers I, II and III) – 50 percent each.
- Engineering 40 percent.
- The candidate is required to pass in both the papers I and II and Viva-Voce.
- If he/ she fails in any of these he is considered to have failed in Engineering.
- Hindi 25 per cent in individual paper and 40 percent in the aggregate.
- If a candidate has been granted exemption in Hindi paper I, he/ she has to secure 40 percent in paper II.

C) For Assistant Engineers(Civil / Electrical)

(i) Paper same as at Para A (i) to (iii).

**Note:-**The above syllabus shall cover the following as a whole.

- Central Public Works Account Code except Appendix Nos. 1 and 4 (The Assistant Engineers are required to have thorough knowledge of writing up various accounts Stock Returns. Registers of Works, Works Abstracts, Preparation of Contractor's Bills etc.)
- Central Public Works Deptt. Code.
- Delegation of enhanced financial powers to officers of CPWD.
- Application of various clauses of Central Public Works Department Contracts.

D) For Executive Engineers(Civil / Electrical)

(i) Paper same as at Para A (i) to (iii).

**Note:-**The syllabus will be the same as that for the Assistant Engineering with the addition of:-

- Fundamental Rules- Chapter V & XI.

- Supplementary Rules- Rules Nos. 17,21,24,29,53,59-78, 114-116-C, 293-294 and 313-335.
- The paper in Account will be of a higher standard than that for Assistant Engineers.

(ii) Contract Law

(a) Indian Contract Act Chapter I, II except Sections 26, 27 & 30. Chapter III, IV except Section 68, and Chapters VI & X.

(b) Whole of the Indian Arbitration Act.

(c) C.P.W.D. Agreements and their implication.

(d) Law of Limitation :-

- Objects of Law of Limitation.
- Sections 3,9,18 & 19 of the Indian Limitation Act,1963.
- Articles1,7,10,14,15,18,19,21,22,26,42,52,54,55,59,64,65,68,69,71,72,78, 90,91,93,95,100,112,113,119(a), 119(b), 136 of the Indian Limitation Act, 1963.

(e) Workmen's Compensation Act.

E) For Junior Engineers(Civil / Electrical)

The examination is mainly intended to test the familiarity of the Junior Engineers with the accounting procedure involved in their day to day working.

Simple accounts:-

- (a) Maintenance of Imprest Accounts.
- (b) Maintenance of T & P Accounts and Stock Accounts i.e. material obtained for general requirements of the department.
- (c) Maintenance of materials at sub-accounts i.e. material cost of which is charged at specific works.
- (d) Recording of measurements including Computerised M.B. and preparation of contractors running and financial bills.
- (e) Procedure for execution of work and preparation of works abstract.
- (f) Knowledge of working in [www.cpwdsewa.nic.in](http://www.cpwdsewa.nic.in) for maintenance services.

6.4 The Recruitment Rules of some of the categories of officials have either been revised recently or are under revision. The syllabus for departmental examination have not been included in the manual, which will be included in due course.

## CHAPTER - 7

### Non Functional Up-gradation (NFU), Modified Assured Career Progression (MACP) and Assured Career Progression(ACP)

#### 7.1 Non Functional Up gradation :

Pursuant to acceptance of the recommendations of the Sixth Central Pay Commission, DOPT under the Ministry of Personnel, Public Grievances & Pensions, vide OM No. AB. 14017/64/2008-Estt (PA) dated 24/04/2009, circulated a scheme of Non Functional Up-gradation (NFU) for the officers of Organised Group 'A' Services in Pay Band-3 and Pay Band-4. This scheme provides that whenever any IAS Officer is posted at the Centre in a particular grade carrying a specific Grade Pay, the Officers of Organised Group 'A' Service who are senior by two years or more and have not so far been promoted to that particular grade would be granted same grade on Non Functional basis from the date of posting of IAS Officers at the Centre.

7.1.1. The terms and conditions for grant of higher pay under this scheme are as under: -

- 1) Grant of higher scale (i.e. Pay Band and/or Grade Pay) under these orders would be w.e.f. 01/01/2006;
- 2) This up-gradation will be based on empanelment and posting of particular batch of IAS officers in the Centre and would not be linked to the vacancies in the grade;
- 3) The up-gradation would be purely non-functional and personal to the officer and would not bestow any right to the officer to claim promotion or deputation benefits based on NFU in such a manner;
- 4) All the prescribed eligibility criteria and promotional norms including 'benchmark' for up-gradation to a particular grade would have to be met;
- 5) The instructions applicable for grant of NFSG to Officers of Group 'A' Services would apply in the event of penalty, disciplinary proceedings, suspension etc.;
- 6) A Screening Committee would be formed by the concerned Ministry for implementation of these orders. The Screening Committee would consist of three members. Secretary of the concerned Ministry would chair the

Committee and other two members would at least be one level above the grade for which up-gradation is being considered;

- 7) Pay fixation on grant of NFU under these orders will be done as per the provisions of CCS (RP) Rules, 2008;
- 8) At the time of regular promotion of officers who have already been granted NFU under these Orders, their pay in the grade will not be fixed again.
- 9) Officers on deputation/study leave or any other duly sanctioned leave would also be considered for NFU under these orders.

7.1.2. Subsequent to the issue of above scheme vide their OM dated 24/04/2009, DOPT have further clarified as under :

- (i) The term "Batch" for Direct Recruit Officers in the induction grade shall be the year following the year in which competitive examination was held. (DOPT OM No. AB. 14017 / 16 / 2010-Estt (RR) dated 10/06/2010).
- (ii) Officers inducted into Group 'A' Organized Service will also be eligible for the benefit of NFU. They shall be assigned the benefit of 'Batch' corresponding to the batch of the "Direct Recruit" officers with whom their seniority is clubbed. ( DOPT OM No. AB. 14017 / 64 / 2008 – Estt ( RR ) dated 25 / 09 / 2009).
- (iii) Since the NFU is to be granted from the due date, (the posting of an IAS officer at the Centre) even retired officers who are otherwise eligible as on due date would need to be considered (DOPT OM No. 14017/64/2008-Estt (RR) dated 25/09/2009)
- (iv) If an officer is not found eligible/fit during a vacancy year on account of having below benchmark gradings in his ACRs or incomplete qualifying service and is found fit in the next vacancy year, NFU may be granted from the 1<sup>st</sup> April i.e. the 1<sup>st</sup> day of the next vacancy year. (DOPT ID note No. AB. 14017/16/2010-Estt (RR) dated 09/09/2010).
- (v) The NFU becoming due after the expiry of the penalty period may be granted w.e.f. the due date:

(vi) In respect of officers for whom NFU becomes due before the expiry of the penalty period, the same may be granted from the day next to the date on which penalty gets over.

( DOPT ID Note No. AB. 14017 / 16 / 2010-Estt ( RR ) dated 28/07/2011).

(vii) In respect of officers of CAS cadre, the batch shall be reckoned as the year of joining of the first person of the batch selected through interview by UPSC joins the department.

7.1.3. There are three Organized Group 'A' Service in CPWD viz. Central Engineering Service (CES), Central Electrical and Mechanical Engineering Service (CE & MES) and Central Architects Service (CAS). For considering cases for grant of NFU to officers of these three cadres, Screening Committee consisting of following members have been constituted: -

a) For grant of NFU in the scale of HAG/SAG

Secretary (UD)	-	Chairman
DG (CPWD)	-	Member
Special DG (C/E)	-	Member

b) For grant of NFU in the grade of Director/Deputy Secretary.

Secretary (UD)	-	Chairman
DG (CPWD)	-	Member
Additional DG (C/E)	-	Member

## 7.2 Modified Assured Career Progression Scheme (MACP Scheme)

Consequent to the implementation of the recommendations of the VI<sup>th</sup> Central Pay Commission new scheme known as "Modified Assured Career Progression Scheme" for the Central Govt. Civilian Employees was introduced vide DOPT O. M. No. 35034 / 3 / 2008 – Estt. (D) 19<sup>th</sup> May 2009. The scheme is in supersession of the ACP scheme introduced on the recommendation of V<sup>th</sup> Pay Commission. The salient points of the scheme are :

a) The Scheme would be operational w.e.f. 1.9.2008. Financial up-gradation as per the provision of earlier ACP scheme (of August '99) would be granted till 31.8.2008.

- b) No stepping up of pay in the pay band or grade pay would be admissible with regard to junior getting more pay than the senior on account of fixation under MACP scheme.
- c). There shall be three financial up-gradations under the MACP Scheme, counted from the direct entry grade on completion of 10,20 and 30 year service respectively. Financial up-gradation under the Scheme will be admissible whenever a person has spent 10 years continuously in the same grade-pay.
- d) The MACPS envisages merely placement in the immediate next higher grade pay in the hierarchy of the recommended revised pay bands and grade pay as given in Section I, Part-A of the first schedule of the CCS (Revised Pay) Rules,2008. Thus, the grade pay at the time of financial up-gradation under the MACPS can, in certain cases where regular promotion is not between two successive grades, be different than what is available at the time of regular promotion. In such cases, the higher grade pay attached to the next promotion post in the hierarchy of the concerned cadre/organization will be given only at the time of regular promotion.
- e) Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial up-gradation under the Scheme. Therefore, the pay shall be raised by 3% of the total pay in the pay band and the grade pay drawn before such up-gradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same grade pay as granted under MACPS. However, at the time of actual promotion if it happens to be in a post carrying higher grade pay than what is available under MACPS, no pay fixation would be available and only difference of grade pay would be made available. To illustrate, in case a Government servant joins as a direct recruit in the grade pay of Rs.1900 in PB-I and he gets no promotion till completion of 10 years of service, he will be granted financial up-gradation under MACPS in the next higher grade pay of Rs.2000 and his pay will be fixed by granting him one increment plus the difference of grade pay (i.e. Rs.100). After availing financial up-gradation under MACPS, if the Government servant gets his regular promotion, he will only be granted the difference of grade pay

between Rs.2000 and Rs.2400. No additional increment will be granted at this stage.

- f) Promotions earned/ up-gradations granted under the ACP Scheme in the past to those grades which now carry the same grade pay due to merger of pay scales/ up-gradations of posts recommended by the Sixth Pay Commission shall be ignored for the purpose of granting up-gradations under Modified ACPS.
- g) Promotions earned in the post carrying same grade pay in the promotional hierarchy as per Recruitment Rules shall be counted for the purpose of MACPS.
- h) Consequent upon the implementation of Sixth CPC's recommendations, grade pay of Rs.5400 is now in two pay bands viz.,PB-2 and PB -3. The grade pay of Rs.5400 in PB-2 and Rs.5400 in PB-3 shall be treated as separate grade pays for the purpose of grant of up-gradations under MACP Scheme.
- i) 'Regular service' for the purposes of the MACPS shall commence from the date of joining of a post in direct entry grade on a regular basis either on direct recruitment basis or on absorption/re-employment basis. Service rendered on adhoc/contract basis before regular appointment on pre-appointment training shall not be taken into reckoning. However, past continuous regular service in another Government Department in a post carrying same grade pay prior to regular appointment in a new Department, without a break, shall also be counted towards qualifying regular service for the purposes of MACPS only ( and not for the regular promotions). However, benefits under the MACPS in such cases shall not be considered till the satisfactory completion of the probation period in the new post.
- j) Past service rendered by a Government employee in a State Government / statutory body / Autonomous body / Public Sector organization, before appointment in the Government shall not be counted towards Regular Service.

- k) 'Regular service' shall include all periods spent on deputation/foreign service, study leave and all other kind of leave, duly sanctioned by the competent authority.
- l) The MACPS shall also be applicable to work charged employees, if their service conditions are comparable with the staff of regular establishment.
- m) Existing time-bound promotion scheme, including in-situ promotion scheme, Staff Car Driver Scheme or any other kind of promotion scheme existing for a particular category of employees in a Ministry/Department or its offices, may continue to be operational for the concerned category of employees if it is decided by the concerned administrative authorities to retain such Schemes, after necessary consultations or they may switch-over to the MACPS. However, these Schemes shall not run concurrently with the MACPS.
- n) The financial up-gradation would be on non-functional basis subject to fitness, in the hierarchy of grade pay within the PB-I. Thereafter for up-gradation under the MACPS the benchmark of 'good' would be applicable till the grade pay of Rs.6600/- in PB – 3. The benchmark will be 'Very Good' for financial up-gradation to the grade pay of Rs. 7600 and above.
- o) In the matter of disciplinary/penalty proceedings, grant of benefit under the MACPS shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the CCS (CCA) Rules, 1965 and instructions issued thereunder.
- p) Financial up-gradation under the MACPS shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial up-gradation for the senior employees on the ground that the junior employee in the grade has got higher pay/grade pay under the MACPS.

7.2.1. It was directed by DG (CPWD) vide O.M.No. 55 (4) / 2006 – S&D / 712 dated 20.4.2010 that all MACPS cases upto Grade Pay of Rs.5400 in PB-2 shall be processed and approved within the regions / zones and only those cases shall

be referred to the Directorate where approval of the Director General is required. Superintending Engineer, Coord. Circles shall be associated and if possible, shall be co-opted as the member of the Screening Committees by the Chairman.

7.2.2. For implementation of MACP Scheme in CPWD, the constitution of Screening Committee for considering officers for grant of MACP has been constituted and notified vide DG (CPWD) O.M.No. 12/19/2009 – EC – IV (SE).

a) **For Group C & D employees**

Officers of the rank of SE - Chairman  
Two officers of rank of EE or equivalent - Members

**Authority competent to approve recommendation  
of screening committee : Chief Engineer**

b) **For Group B employees**

Officers of the rank of CE in the region - Chairman  
Two officers of rank of SE or equivalent – Members  
( In case officers of the level of SE are not available ,  
EE level officers may be associated with the committee)

**Authority competent to approve recommendation  
of screening committee : Addl. DG .**

### **7.3 Assured Career Progression Scheme (ACP)**

Realizing the acute stagnation in various cadres of Central Government Organizations due to non-availability of adequate promotional posts, Assured Career Progression Scheme (ACPS) recommended by the 5<sup>th</sup> Central Pay Commission was introduced in the year 1999 by the Government so as to assure two financial up-gradations to all Central Government employees in their service life in absence of functional / physical promotions. This scheme provided financial up-gradations in the promotional hierarchy and authority competent to allow the up-gradation is same as the authority competent to appoint the officer to the said grade in promotional hierarchy.

## Chapter-8

### Departmental Cases and Departmental Proceedings

The Vigilance Unit of the CPWD headed by Chief Vigilance Officer who acts as adviser to DG (CPWD) in all vigilance related matters. The vigilance unit deals with various facets of vigilance activities. For better understanding of vigilance related issues and methods and procedures to be followed in different types of cases and situations have been outlined in CPWD Vigilance Manual 2012. The following paras touch upon the vigilance set up in CPWD and procedures and processes to be followed in handling departmental cases in brief. For details, vigilance manual should be referred to.

#### 8.1 Organization of Vigilance unit, CPWD

Till the year 2006, the Vigilance unit of CPWD was headed by a Chief Engineer of the CPWD, when the CVC decided to depute an officer of the rank of Joint Secretary to Government of India, from outside the organization as the CVO. The vigilance set up at CPWD headquarter has 3 separate units headed by Superintending Engineers and one unit Headed by Superintending Engineer, assigned the job of Inquiry. There are 13 Executive Engineers in vigilance unit, out of which 9 EEs are designated as EE(Vigilance) and function as Investigating Officers and 4 EEs are designated as Engineering Officers (Disciplinary), who handle the disciplinary cases after charge-sheet is issued upto the stage of final order.

The duties of EOs(D) include functioning as Presenting Officer during the inquiry, processing of Appeal and Review Cases as well as Court cases. There is a small administrative unit headed by one EE (HQrs.) and supported by 2 Section Officers and one AE (Cash) who functions as DDO. There is one AE(Computer) who is responsible for the upkeep of VIGMIS [a software for Vigilance Management Information System maintained by the Vigilance Unit] and downloading of vigilance status information from the VIGMIS for the issue of Vigilance Clearance Certificate.

**8.2 Procedure in Disciplinary Cases:** Disciplinary cases being statutory in nature, due care has to be taken in handling such cases. Failure to observe due procedure is

liable to vitiate the whole proceedings as well as the order passed. The procedure to be followed is :

- i) Decision to proceed against the officer concerned after an investigation indicates lapses attributable to the officer concerned.
- ii) Framing of charges and issue of charge sheet.
- iii) Consideration of the case by disciplinary authority in the light of defence statement received from the accused officer and passing of final order or conducting any oral inquiry into the charges by disciplinary authority itself or by appointing an inquiry officer and passing final order on receipt of the inquiry report after examination of the oral and documentary evidence and representation of the accused officer.

**Note:** Where disciplinary authority is the Director General (CPWD) or higher, preliminary inquiry into cases of administrative ought to be processed by Chief Engineer by calling for explanation by giving show cause notice and examination of same. However, the cases involving vigilance angle should be referred to vigilance unit in the Directorate.

**8.3 Complaint:** A complaint is an information about corruption, malpractice or misconduct on the part of a public servant from any source whatsoever. Complaints must contain factual details, verifiable facts and related matters. They should not be vague or contain sweeping general allegations. Redressal of grievances should not be the focus of complaints. Complaints which do not meet these criteria should be invariably filed.

Information gathered through Audit Report, Inspection notes, returns, Press Report, Reports of Parliamentary Committees etc which have vigilance angle are also covered under the term complaint.

**8.4 Anonymous/Pseudonymous complaints:** The Central Vigilance Commission has issued instructions that no action is to be taken by the administrative authorities, as a general rule, on anonymous/pseudonymous complaints received by them. When in doubt, the pseudonymous character of a complaint may be verified by enquiring from the signatory of the complaint whether it had actually been sent

by him. If he cannot be contacted at the address given in the complaint, or if no reply is received from him within a reasonable time, it should be presumed that the complaint is pseudonymous and should accordingly be ignored. However, if any department/organization proposes to look into any verifiable facts alleged in such complaints, it may refer the matter to the Commission seeking its concurrence through the CVO or the head of the organization, irrespective of the level of employees involved therein.

### 8.5 Time Frame for different stages of processing of a complaint as prescribed by CVC

(Ref: 2.14.1, Vigilance Manual, Vol.I, 2005 as reproduced in CPWD vigilance Manual)

S.No.	Stage	Time
1.	Decision as to whether the complaint involves a <b>vigilance angle</b> whether to be filed or to be entrusted to CBI or to be sent to the concerned administrative authority for necessary action	<b>One month</b> from the receipt of complaint
2.	Conducting of investigation and submission of report	<b>Three months</b>
3.	Department's comments on the CBI reports in cases requiring Commission's advice	<b>One month</b> from the date of receipt of CBI report by the disciplinary authority
4.	Referring departmental investigation reports to the Commission for advice	<b>One month</b> from the date of receipt of investigation report
5.	Reconsideration of the Commission's advice, if required	<b>One month</b> from the date of receipt of Commission's advice
6.	Issue of charge-sheet if required	(i) <b>One month</b> from the date of receipt of Commission's advice (ii)Two months from the date of receipt of investigation report
7.	Time for submission of defence statement	Ordinarily <b>ten days</b> .
8.	Consideration of defence statement	<b>15 (fifteen) days</b>
9.	Issue of final orders in minor penalty cases	<b>Two months</b> from the receipt of defence statement
10.	Appointment of IO/PO in major penalty cases	<b>Immediately</b> after receipt of defence statement
11.	Conducting departmental inquiry and submission of report	<b>Six months</b> from the date of appointment of IO/PO
12.	Sending a copy of the IO's report to the CO for his representation	(i) <b>Within 15 days</b> of receipt of IO's report if any of the Articles of charge has been held as proved (ii)15 days if all charges hold as not proved – reason for disagreement with IO's findings to be communicated.
13.	Consideration of CO's representation and forwarding IO's report to the Commission for second stage advice	<b>One month</b> from the date of representation
14.	Issuance of order s on the Inquiry report	(i) <b>One month</b> from the date of Commission's advice (ii) <b>Two months</b> from the date of receipt of IO's report if Commission's advice is not required.

**8.6 Suspension:** When disciplinary proceedings are pending or contemplated against an officer in respect of any criminal offence, or the disciplinary authority considers his/her presence in office may be prejudicial to the interest of security of the State and discipline in the office or may be a hindrance or be detrimental to investigation and proceedings contemplated / pending against him/her, he/ she may be placed under suspension by issue of a specific order to that effect. It may be considered desirable to place a Government servant under suspension for misdemeanours of the following nature.

- a) An offence or conduct involving moral turpitude.
- b) Corruption, embezzlement or misappropriation of Government money, possession of disproportionate assets, misuse of official powers for personal gains.
- c) Serious negligence and dereliction of duty resulting in considerable loss to the Government.
- d) Desertion of duty.
- e) Refusal or deliberate failure to carry out written orders of superior officers.

The authority competent to place an officer under suspension shall be the “Appointing Authority” or any authority to which the “Appointing Authority” is subordinate or any other authority empowered in that behalf by the President by general or special orders (Refer Rule 10 of CCS (CC&A) Rules 1965).

**8.7 Review of suspension:** Unduly long suspension, while putting the employee concerned to undue hardship, also involves payment of subsistence allowance without the employee performing any useful service to the Government. Rule 10 of the CCS (CCA) Rules provides that an order of suspension shall be reviewed by the competent authority on the recommendations of the Review Committee constituted for this purpose. Further, an order of suspension is not valid after 90 days unless it is extended after review before expiry of 90 days.

The review committee(s) may take a view regarding revocation / continuation of the suspension keeping in view the facts and circumstances of the case. Without prejudice to the foregoing, if the officer has been under suspension for one year without any charges being filed in a court of law or no charge memo has been issued in a departmental enquiry, he shall ordinarily be reinstated in service without

prejudice to the case against him. However, in case the officer is in Police/Judicial custody or is accused of a serious crime or a matter involving national security, the Review Committee may recommend the continuation of the suspension of the official concerned.

MoUD, vide OM No. 23/5/2004/EC-I/EW-I dated 21.4.2005, has notified constitution of a review committee for decision of the competent authority in respect of Group “A” employees. Following are the members of the committee.

S.N	Level of the suspended officer	Constituents of the review committee
1	For officers up to the level of JAG i.e. officers of the level of SE.	Additional Secretary (UD), DG, CPWD and ADG(S&P), CPWD
2	For officers up to the level of SAG i.e. officers of the level of CE.	Additional Secretary (UD), DG, CPWD and ADG(S&P), CPWD
3	For officers up to the level of HAG i.e. officers of the level of ADG.	Secretary (UD), Secretary (UE&PA) and DG, CPWD.

For Group “B” employees the constitution of the review committee is notified by the Directorate of works. In terms of the DoPT OM No. 11012/4/2003-Estt. (A) dated 7.2.2004, committee will comprise of 3 officers of the level of Additional Director General and /or Chief Engineer.

**8.9 Authority competent to take a view on Investigation:** For Group ‘A’ officers, CVC’s advice (1<sup>ST</sup> Stage advice) would be obtained before the Competent Authority {as specified in CCS (CCA) Rules} takes a final decision on the matter. In case of Group B or lower officers, the Disciplinary Authority will decide on the course of action. On the basis of the investigation report, the Disciplinary Authority takes decision to initiate disciplinary proceedings against the Government servant for imposing penalty under Rule 16 ( i.e. Minor Penalty) or Rule 14 (i.e. Major Penalty). As soon as it is decided by the disciplinary authority to institute disciplinary proceedings, the complaint should be regarded as having taken the shape of a Vigilance case.

**8.10 Disciplinary Proceedings and penalties:** The steps and procedures for conduct of disciplinary proceedings have been dealt in detail in Chapter 5 of CPWD Vigilance Manual. The same should be followed strictly. The two categories of penalties listed at Rule 11 of CCS (CCA) Rules, are as follows:

**Minor Penalties:**

- (i) Censure;
- (ii) Withholding of promotion;
- (iii) (a) Recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of order;  
(b) Reduction to a lower stage in the time scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his pension;
- (iv) Withholding of increments of pay

In brief the procedure for imposing minor penalties involves issue of a chargesheet, affording the charged officer an opportunity to submit his defense and considering the same, deciding the penalty commensurate to the gravity of charges and issue of speaking penalty order. In the cases where the Disciplinary Authority is President of India, the case needs to be sent to MoUD along with comments of the CPWD for decision in consultation with UPSC. In case the charges were framed under the advice of CVC and the Disciplinary Authority intends to drop the charges after receipt of reply of Charged Officer, the latter must obtain 2<sup>nd</sup> advice of CVC before issue of final order.

### **Major Penalties**

- (v) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government servant will earn increments of pay during the period of such reduction, and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increment of pay;
- (vi) Reduction to a lower time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or services from which the Government servant was reduced and his seniority and pay on such restoration to that grade, post or service;
- (vii) Compulsory Retirement;
- (viii) Removal from service which shall not be a disqualification for further employment under the Government;

- (ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.

8.11 In brief the procedure for imposing major penalty involves following steps:

- A. Issue of charge sheet.
- B. Affording the charged officer an opportunity to submit his defense and considering the same.
- C. In case charges are admitted by the Charged Officer the Disciplinary Authority proceeds for imposing the penalty. In case where the Disciplinary Authority is President of India, the case needs to be sent to MoUD along with comments of the CPWD for decision in consultation with UPSC.
- D. In case charges are denied, the Disciplinary Authority will appoint an Inquiring Authority to inquire in to the charges and a Presenting Officer to present the case of Disciplinary Authority before the Inquiry Officer.
- E. Receipt and considering inquiry report to see if the inquiry has been conducted as per rules, whether the principals of natural justice has been followed, whether the findings of Inquiry Officer are based on facts and records before the inquiry and finally whether the findings of the Inquiry Officer are acceptable.
- F. In case Inquiry Officer has held the charges as “NOT PROVED” and Disciplinary Authority agrees with the findings the latter shall go ahead for issue of final orders. However if the charges were framed after the advice of CVC, it needs to be consulted again before final orders are passed.
- G. In case the charges stand proved by the Inquiry Officer and the Disciplinary Authority agrees with the findings of Inquiry Officer, the copy of report is forwarded to Charged Officer for representation, if any, by him.
- H. In case Disciplinary Authority disagree with the findings of Inquiry Officer, it will record its tentative views and reasons for disagreement and forward the same to Charged Officer along with inquiry report for representation, if any, by him.
- I. Consideration of representation of Charged Officer and deciding the penalty commensurate to the gravity of charges and issue of speaking penalty order. In the cases where the Disciplinary Authority is President of India, the case needs to be sent to MoUD along with comments of the CPWD for decision in consultation with UPSC. In case the charges were framed under the advice of CVC and the Disciplinary Authority intends to differ from the advice of CVC

after receipt of reply of Charged Officer, the latter must obtain 2nd advice of CVC before issue of final order.

**8.12 Appeal/Revision/Review:** Chapter-VII of CPWD Vigilance Manual 2012 deals at length the provision of appeal / revision / review applications made by employees aggrieved by disciplinary action against them.

**Appeal:** A government servant may appeal against order of suspension, order imposing any of the penalties made by the disciplinary authority or any appellate or reviewing authority (for other orders against which appeal can be made refer to CPWD Vigilance Manual). An appeal should be made within a period of 45 days from the date on which a copy of the order appealed against is delivered to the appellate. Appeal must be presented to the authority to whom appeal lies along with copy to the disciplinary authority.

The appellate authority will pass order confirming, enhancing, reducing, setting aside penalty or remitting the case to the authority which imposed or enhanced penalty with such directions as it may deemed fit. However, no order imposing an enhanced penalty shall be made without giving opportunity to the appellant to represent against such enhanced penalty.

**Revision:** The president or the appellate authority within six months of the date of order proposed to be revised, may at any time, either on his or its own motion or otherwise call for the order of any enquiry and revise any order made under these rules.

Though an employee can file revision petition, the provision relating to revision is not primarily designed as a channel of redressal of grievances but suo moto exercise of power to correct any error in judgment that has crept in the order sought to be revised.

**Review:** Rule 29(a) of the CCS(CCA) Rule 1965 deals with review. The rule provides that the president may, at any time, either on his own motion or otherwise review any order passed under these rules, when any new material or evidence which could not be produced or was not available at the time of passing the order under

review and which has the effect of changing the nature of the case, has come, or has been brought, to his notice.

Only president can exercise the powers of review under Rule 29(a).

8.13. The list of appointing authority, disciplinary authority and appellate authorities are as under:

Sl no	Post/ Service	Appointing Authority	Authority competent to impose penalties which it may impose ( with reference to rule 11 of CCS (CCA) Rules 1965)		Appellate Authority
			Authority	Penalties	
I	Group A (Other than officers belonging to CSS) CES/ CE&MES/ CAS officers and DDG / Director & DD (Hort)/ FO to DG (CPWD)	President	President	All	President
II	Group B (Gazetted) (other than those belonging to CSS/ CSSS).				
	1. AE (Civil) & AE (Electrical)	DG(CPWD)	a)DG(CPWD) b) CVO	All (i)to(iv)only	President
	2.AD(Hort) / Assistant Arch/ Arch Asst/ Chief Estimator/ FO to CE	DG(CPWD)	DG(CPWD)	All	President
III	Group C (other than those belonging to CSS/ CSSS/ CSCS).				
	1.Architectural Assistant	Director of Admn	Director of Admn	All	DG(CPWD)
	2.Office Superintendent	DG(CPWD)	DG(CPWD) SE	All For (i) to (iv)	Secy (UD) DG(CPWD)
	3.Junior Engineer (Civil)/ (Electrical)	SE	SE	All	Concerned CE

	4. Sectional Officer (Hort)	Dir (Hort)	Dir (Hort)	All	Concerned CE
	5. Ministerial & Engg Drawing staff of Subordinate Cadre	SE/ Dir (Hort)	SE/ Dir (Hort)	All	DG(CPWD) CVO for (i) to (iv)
	6. All other miscellaneous posts in Circle, Division & Sub Division	SE	SE/ Dir (Hort) Divisional Officer	All For (i) to (iv)	CVO SE for (i) to (iv) imposed by Divn Off
IV	CSS/ CSSS/ CSCS Staff (Group A, B & C)				
	1. Director of Admn, Dy Director of Admn	President	President	All	President
	2. Section Officer	President	President DG(CPWD)	All For (i) only	President
	3. Assistant	President	President DG(CPWD)	All (i) to (iv)	President
	4. Stenographer Grade I & II	President	President DG(CPWD)	All For (i) only	President
	5. LDC/ UDC	Dy Secy in Min	Dy Secy Dir of Admn	All For (i) to (iv)	Secy (UD) DG(CPWD)
V	Group D Staff				
	1. Central office (All posts)	Dy Dir Admn	Dy Dir Admn	All	Dir of Admn
	2. Circle Office (All posts)	SE	SE	All	CE
	3. Division & Sub Division (All posts)	EE	EE AE	All For (i) to (iv)	SE EE

**Note:**

1. As per O.M. No.12/18/2012-EC-IV (SC) dt. 13<sup>th</sup> June, 2012 all officers of the level of Superintending Engineer posted in field, planning or in the Directorate will function as disciplinary authority for Group C & D staff posted in their units and all Chief Engineer level officer will function as Appellate Authority for the purposes of disciplinary matters in respect of Group C & D staff of subordinate cadre of CPWD.

2. On implementation of 6<sup>th</sup> CPC recommendations, some posts have been reclassified as Group B (Non Gazetted) category in place of Group C. Accordingly a separate order designating the appointing / disciplinary authority shall be issued. Till issue of such order, status quo ante shall prevail.

## **CHAPTER 9**

### **Training**

The training activities in CPWD started in the year 1965, specially in respect of the direct recruit AEEs, co-ordinated by Superintending Engineer (Training) working under Chief Engineer, Central Design Organisation. In 1980, the Training Institute started functioning as a separate wing directly reporting to DG(CPWD). Presently, CPWD Training Institute, a national resource Institute is looking after the training needs of Engineers, Architects, Horticulturists and workers. The main Institute is located at Ghaziabad. Regional Training Institute and workers Training Centres are located at New Delhi, Mumbai, Kolkata and Chennai. The Training Institute is headed by Addl.D.G. (Trg.), with two Chief Engineers (Civil and Elec.) and one Chief Architect.

The training programmes are conducted in diverse streams such as Civil Engineering, Electrical and Mechanical Engineering, Architecture, Horticulture, Computer Applications and Management Techniques. A number of new courses on Green building – their rating system and certification, energy efficient building, conservation of heritage building, concept on PPP etc. have been introduced to cater to changing construction scenario.

Disaster mitigation center, functioning as part of the Institute designated as National Resource Institute by Ministry of Home Affairs, Govt. of India, under the Disaster Management Act – 2005 conducts a number of courses for capacity building of Engineers in designing, planning and execution of seismic resistant building.

The CPWD Training Institute has been declared Centre for Excellence for Green Buildings by MNRE.

Regional Training Institutes: The Regional Training Institutes are located at R.K.Puram, New Delhi, New Marine Lines, Mumbai, Salt Lake City, Kolkata and K K Nagar, Chennai. These Institutes conduct training Courses for Group B&C Officials. Workers training Centres also work as part of Regional Training institutes. They impart skill improvement training to workers and Group D staff. The skill development courses for workers are conducted in association with “Construction Industry Development Council”. After completion of the training, certification of the workers is also done through CIDC.

## **9.2: Vision: The vision of the Training Institute is to**

- Create an environment in which CPWD employees can realize their full potential.
- Enable CPWD to implement Human Resources Objectives.
- Develop skills and competence in the workplace:
  - To improve the quality of life of workers and their prospects of advancement within the workplace.
  - To improve productivity by enhancing skill development, employee motivation, capacity building and career path opportunities in the workplace and the competitiveness in the field of engineered construction.
  - To improve the delivery of social services.

## **9.3 : Aims and Objectives.**

The main aim of the training Institute is to ensure that each and every employee, from the beginning to the end of his/her career gets a chance to participate in a properly structured training process resulting in development of his/her full potential.

## **9.4 : Training Programs**

The training Institute conducts various training programmes especially designed for benefit of the target groups. The various types of training programmes are as under:

### **9.4.1 Foundation training for Direct Recruit Group A Officers.**

CPWD Training Institute at Ghaziabad conducts 35 week foundation training for Assistant Executive Engineer (Civil & Elec.) belonging to the Central Engineering Service and Central Electrical and Mechanical Service recruited through UPSC. The training programme has been designed with a view to prepare the newly recruited officers to get an insight into working of the Department, policy, procedure and guidelines so that the officers can contribute effectively and discharge their responsibility efficiently on their posting after completion of training.

The programme includes 15 – 16 week class room session where the stress is on making the officers aware of office procedures, CPWD Specification and manual , Accounting System, E-Governance, Green Building concept, Contract management, Arbitration and Reconciliation Act on Computer based Design and Drawing.

The balance period is used in getting exposure in working of the Headquarter projects and maintenance units, planning and designing and visit to Heritage site and Industry.

Deputy Architects of Central Architectural Service Group 'A' recruited through UPSC also join the foundation training. They undergo Classroom training alongwith AEEs and are sent to heritage site.

#### **9.4.2. Refresher courses -**

The training Institute conducts refresher courses which caters to the need of Civil / Electrical Engineers, Architects, and Horticulturists working in the department. In addition to the courses which deal directly with the working in the department courses relating to Green building Concepts, Computerisation, Vigilance, Labour Laws, Retro fitting and rehabilitation of building , sustainable energy solutions, are also conducted by the Training Institute which helps in Capacity buildings.

#### **9.4.3. Compulsory training as per recruitment rule .**

As per the recruitments rule, the CPWD officers upto the rank of Superintending Engineers are required to undergo training which is a pre - requisite for consideration of the officers for promotion to the next grade. The training for officers of different grades are ;

- a) Two weeks training for AE/AEE ( Civil and Elect.) on Contract Law, E-Governances, Building Bye – laws, and Building electrification/building services for their next promotion to the grade of Executive Engineers.
- b) Two weeks training programme for Assistant Architect/Deputy Architect on NBC, Green Building Concepts norms and E-Governances, for their next promotion to the next grade of Architect.

- c) Two weeks Training programme for officers of rank of Executive Engineers (Civil & Elect) on higher administration and legal matters in IIPA covering topics like CCS (CCA) Rules, Office procedure and Administration, Public Policy, Civil law, Arbitration and Reconciliation Act etc. for their next promotion to the grade of Superintending Engineer.
- d) Two weeks Training programme for officers of rank of executive Engineers (Architect) on higher administration and legal matters in IIPA covering topics like CCS (CCA) Rules, Office procedure and Administration, Public Policy, RTI /MS Project/CPM/PERT/ Decision making process for their next promotion to the post of Senior Architect. Deputy Director (Horticulture) shall also be sent for training with Architect though not compulsory for their promotion.
- e) Two weeks Training programme in higher management for officers of the rank of Superintending Engineer (Civil & Electrical) and Senior Architects at MDI Gurgaon covering topics on leadership, motivation, communication skill, team building, Law of contract, conflict resolution etc. required for promotion to the grade of Chief Engineer/Chief Architect. Director of Horticulture shall also be sent for training though not compulsory for their promotion.

#### **9.4.4. Other Courses.**

Officers are sent for long term courses conducted by IIPA, New Delhi and Indian Institute of Management. In addition officers are sent for training to IITs, IIMS, CIDC, MDI and other similar Institutes.

## Chapter - 10

### Annual Performance Appraisal Report

The earlier nomenclature of Annual Confidential Report (ACR) has been modified as Annual Performance Assessment Report (APAR) from the reporting period 2008-09 to date.

2. The APAR provides the basic and vital input for assessment of an officer, apart from career advancement it also serves as an input for judging comparative merits as well for confirmation, promotion, grant of selection grade, continuance in service beyond certain age or completion of certain years of service.

3. The assessment of performance of govt. servant should cover a definite period over which it is possible to form a reasonably correct assessment. With this end in view, APAR are recorded for the period covered by the financial year. Normally, there should be only one report covering the year. There may, however, be occasions where it becomes necessary to write more than one report during a year by different reporting officers when the reporting officer or the officer reported upon is transferred or deputed elsewhere. In that event, the reporting officer should have at least three months experience on which he/she can base his/her report on the officer reported upon.

4. In CPWD there are various cadres which include engineering, architect, horticulture, draftsman and ministerial etc. The APAR in respect of engineering, architectural and horticulture officers are written in three stages i.e. reporting, reviewing and countersigning/acceptance. For other cadres, the report is in two stages – reporting and reviewing. As per the instructions of DOP&T, following time schedule for preparation /completion of APAR is to be followed:

<b>S. No</b>	<b>Activity</b>	<b>Date by which to be completed.</b>
1	Distribution of blank APAR forms to all concerned (i.e. , to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 <sup>st</sup> March.(APAR format are available in CPWD Website which should be downloaded.)
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	15 <sup>th</sup> April.

3.	Submission of report by reporting officer to reviewing officer.	30 <sup>th</sup> June.
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 <sup>st</sup> July.
5.	Appraisal by accepting authority, wherever provided.	31 <sup>st</sup> August.
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 <sup>st</sup> September 15 <sup>th</sup> September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority.  a) Where there is no accepting authority. b) Where there is accepting authority.	21 <sup>st</sup> September 06 <sup>th</sup> October.
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell.	15 <sup>th</sup> November
11.	End of entire APAR process, after which the APAR will be finally taken on record.	30 <sup>th</sup> November.

5. Following instructions of DOP&T is to be followed while completing APAR -

a) As per the existing instructions, the reporting and reviewing officer are required to have at least 3 months experience of supervising the work and conduct of the govt. servant reported upon to record their assessment in the APAR. In CPWD, three stages reporting i.e. the reporting, the reviewing and accepting/countersigning is followed for engineering, architectural and horticulture officers. In line with DOP&T instructions, the reporting, reviewing and accepting/countersigning officer should have at least three months experience of

supervising the work and conduct of govt. servant reported upon to record their assessment in the APAR.

b) For the purpose of computing of 3 months service under a reporting officer, earned leave for a period more than 15 days taken at a time shall be deducted from the total period spent on a post under the reporting officer.

c) A retired officer can report / review / accept APAR upto one month from the date of retirement.

d) As per DOP&T order No 21011/ 1/2009 – Estt (A)- Part dt 1.2.2012, from the financial year 2012-2013, Annual Medical Examination in the prescribed Proforma should be got conducted from the approved Medical Centres/Hospitals by Group 'A' officers, who have attained the age of 40 years and above, and the summary report of medical examination in the prescribed Proforma should be attached with the APAR Form. The cost of the medical examination will be got reimbursed by the officer from his concerned office as per CGHS Rules.

e) If any APAR, duly completed in all respects, of the previous financial year is not received in the concerned Custodian Office upto 31st December of the next financial year or received thereafter, that APAR will not be kept in the APAR Dossier of the concerned officer and the period of such missing APARs will be treated as NO APAR YEAR for that officer and in this regard necessary Certificate will be recorded by the concerned Custodian Office of APAR after 31st December of the next financial year without waiting for the receipt of APAR of the previous financial year and that Certificate will be kept in the APAR Dossier of the concerned officer.

6. The reporting / reviewing / accepting and the authority for disposing representation for below bench mark grading in respect of Engineering cadre are as below –

Sl. No	Designation of officer being reported upon	Reporting	Reviewing	Accepting / Counter signing	Authority to dispose representation.
1.	Junior Engineer	A.E/A.E.E	E.E.	S.E.	C.E.
2.	Asst.Engr / Asst.Exe.Engr	E.E	S.E	C.E.	Addl.D.G.
3.	Exe. Engineer	S.E	C.E.	Addl.D.G.	D.G.

4.	Suptd.Engr.	C.E.	Addl. D.G.	D.G.	Secretary (U.D).
5.	Chief Engr.	Addl.DG.	DG	Secy (UD)	UDM
6.	Addl.D.G	Spl.DG	DG	Secy (UD)	UDM
7.	Spl. DG	Secy(UD)	UDM	-	-

Note:- In case of architectural and horticulture service, corresponding equivalent posts will apply.

7. In case an officer reports directly to an officer, who would normally be the reviewing officer, the reporting officer shall make entries in portion meant for reporting officer and also record a certificate that reviewing is not required. Similarly, when the reviewing officer is of the rank of accepting officer, the APAR will be reviewed and certificate that acceptance is not required is to be recorded.

8. For officers posted in valuation unit of the Income Tax and other organisations, representation against below bench mark entry shall be disposed of, by the officer given in para 6 based on the rank of officer in CPWD.

9. The office responsible for maintenance of APAR and communicating the APAR by uploading on CPWD Website are as under.

Sl. No.	Designation/posts	Office responsible for communicating APAR	Office responsible for maintaining APAR
1	Group 'A' Engineering, Architectural and Horticulture officers.	CR cell, O/o DG (CPWD)	CR cell, O/o DG (CPWD)
2	Asst. Engineer/AD (Hort) / Asst. Architect.	CE/CA	One copy with CE/CA and one copy with CR cell, O/o DG (CPWD).
3	Junior Engineer / equivalent.	SE/SA/DOH	One copy with SE/SA and one copy with Regional Coord office for JE / EC V. Both copies of SO (Hort) with DOH.

## Chapter – 11.

### PERSONNEL INFORMATION & MANAGEMENT SYSTEM

Web based human resource management tool developed in-house by CPWD, called Personnel Information & Management System (PIMS) is in use since 2005. This is being continuously upgraded and improved upon by adding new features to make it more user friendly. The application of PIMS can be broadly divided into three parts based on type of user:

- (i) Head of office : For official use.
- (ii) Individual Employees : For personal use
- (iii) Guest Users : For obtaining information.

#### 11.1 Creation of PIMS ID for new entrants:

The head of the office, responsible for opening service book will also create the PIMS ID of the new employee by entering data in PIMS. The unique ID is based on the basic data of the new entrant provided by him in Employee Information Form and verified by the Head of the Office. The Unique Employee ID in the PIMS has 21 characters. This unique ID remains the same throughout the service period of the employee and will not change even in the following situations:

- (a) If employee gets his/her name changed during the course of service
- (b) Change in name after marriage

However, the changed name will appear in employee's personal record but old name will also be kept in record of PIMS.

#### i) Employee ID

The employee/PIMS ID is a 21 character code and the characters are based on personal data . The method of generation of Employee ID is as below -

**Character 1 to 3 :** The first three alphabetical characters correspond to the first letter of name, middle name and surname. If any employee's name does not have either middle name or surname, the first letter of name and first two letters of either surname or middle name will be taken in the PIMS ID. If any employee's

name does not contain both middle name and surname, the first three letters of the name will be used for generation of PIMS ID.

**Character 4 to 11 :** The next 8 numerical characters in the PIMS ID correspond to the date of birth in ddmmyyyy format.

**Character 12 to15:** The Next 4 characters (either alphabetical or alphanumeric) indicate abbreviation of initial designation at the time of initial joining in the CPWD. **Character 16 to 21 :**The next 6 characters indicate month and year of joining in government service in mmyyyy format.

Once the PIMS ID is created, the default password is same as PIMS ID only. Subsequently employee has to change the password. Each employee must ensure that his User ID and Password is secured and no one else should be able to access it.

**ii) Examples of PIMS ID**

S. No.	Details of Employee	PIMS ID
1.	Name : Shri Arun Kumar Mishra DOB : 10 <sup>th</sup> Aug 1990 Date of joining of service in CPWD: 3 <sup>rd</sup> Jan 2012 Initial designation: Junior Engineer (Civil)	AKM10081990JECI012012
2.	Name : Shri Alok Sharma DOB : 10 <sup>th</sup> Oct 1989 Date of joining of service in CPWD: 1 <sup>st</sup> Jan 2011 Initial designation: Assistant Executive Engineer (E)	ASH10101989AEEL012011
3.	Name : Miss Sheela DOB: 24 <sup>th</sup> Feb 1986 Date of initial joining in CPWD: 27 <sup>th</sup> Mar 2010 Initial designation: Asstt Architect	SHE24021986ARCH032010

## **11.2 Functions of Head of the office in PIMS.**

(a) On log in, the Head of the Office can see following information.

- i. Sanctioned Strength
- ii. Data (Details) available
- iii. Vacancies
- iv. Transferred, yet to be relieved.
- v. Relieved, yet to reach destination
- vi. Transferred in, yet to be relieved.

(b) Functions of Head of the unit in PIMS

- (i) The employees' details can be added/edited by the Head of the Unit.
- (ii) Customize reports, individual report of employee can be viewed by Head of the unit.
- (iii) Preparation of pay roll, deficiency reports in employee's data and rectification.
- (iv) Relieving & joining of employee including printing of order.
- (v) Generation of Form 16.
- (vi) Nomination of Employee for training.
- (vii) Leave sanction and maintenance of leave record.
- (viii) Monitoring of public grievance and VIP reference.

(c) Delegation of Authority:

The functions mentioned above can be performed by different employees under the head of the unit. The head of the unit may delegate the power to employees to operate one or more modules in PIMS on his/her behalf. The modules for which delegation can be given are employee module, salary module, transfer/posting module, training module, leave module, APAR uploading module, VIP reference and public grievance monitoring, report module, reprint module.

The authority can be delegated to one or more employees working under Head of the Office. The authority can be removed, if desired by the Head of the Unit. Delegation of authority to any employee ceases as soon as the employee is transferred and in that case, the Head of the Unit is required to delegate the

power to his substitute or another employee in his office. However, if Head of the Office is transferred, the delegation remains with the employees already authorized.

### **11.3 Security of Password:**

All officers should ensure that the password used to login in PIMS should be kept secured and it should not be shared with anybody including employees in their office. The head of the unit should also keep his/her password secured and secret. Any employee or head of the Unit can change their password. The password of individual officer will remain same even when transferred to another office.

### **11.4 Individual Employee functions in PIMS**

Every employee in CPWD can access following information by using his/her User ID and Password:

- View Personal Report
- Update contact (Residence & Office) details
- Search an employee/office based on one or more of the available criteria
- Get online Income Tax Return based on salary data
- Applying for Rotational Transfer for Choice Posting
- Add/View Property Statement submitted annually
- Online Telephone Directory
- Online viewing of Seniority Lists
- Viewing Orders of Joining and Relieving
- Find monthly/annual Salary Slip
- Self-Nomination for Training
- Applying/Check Status for Leave Account
- Submission of property return (For Gr A & B officers)
- Viewing/Tracking of APAR
- Communicating any Message through PIMS Mail
- PIMS Chat Room
- Change Password

### 11.5 Guest Users :

- Search and view information about any employee including property return of Group “A” Officers.
- Search office information details
- Send Mail to any office or individual employee
- Send Feedback

### 11.6 Officers responsible for PIMS related activities:

S. No.	PIMS ACTIVITY	RESPONSIBILITY
1.	Creation of Employee ID	Head of the office where service book is initiated
2.	Updating individual contact details	Individual Employee
3.	Issue/cancellation /modification and Uploading of transfer order	EE (Co-ordination Civil & Electrical), Respective SOs in CPWD (HQ)
4.	Delegation of power	Head of the office/unit
5.	Uploading of APAR	Concerned SO in CPWD(Hq) for EEs and above, Zonal office for all Gr B employees, Concerned SE/SA/DOH for Gr C & D employees
6.	Change in name in PIMS	PIMS Cell, e- governance
7.	Corrections in date of birth, spelling of name, initial designation, date of joining etc.	PIMS Cell, e- governance
9.	Updation of posting history	Head of the Office
10.	Updation of DA Arrear in salary module	PIMS Cell, e- governance
11.	Opening of new offices, closing/shifting of existing offices	PIMS Cell, e- governance
12.	Uploading of orders	Authorized officers of the concerned office
13.	Updation/Change in jurisdiction of office	Head of the office, EE has to update the territorial jurisdiction of AEs and JEs under his control
14.	Salary Authorization on transfer after two months of transfer	Head of the office/ higher office

### 11.7 Abbreviations used for posts having direct recruitment quota are as under

(Character 12 to 15 in PIMS ID)

Sl. No.	Designation	Abbreviation	Sl. No.	Designation	Abbreviation
1.	Asst. Executive Engineer (Civil)	AEEC	2.	Asst. Executive Engineer (Electrical)	AEEE

3.	Jr. Engineer (Civil)	JECI	4	Jr. Engineer (Electrical)	JEEI
5.	Dy. Architect	DARC	6.	Asst. Architect	ARCH
7.	Assistant (Architectural Deptt.)	AIAD	8.	Asst. Director (Horticulture)	ADHO
9	Sectional Officer (Horticulture)	SOHO	10.	Senior Hindi Translator	SHTR
11	Junior Hindi Translator	JHTR	12	Draftsman Gd_III (Civil)	DMC3
13	Draftsman Gd_III(Elect.)	DME3	14	Section Officer	SOFF
15	Stenographer Grade –III	SGD3	16	Stenographer Gd_D	STGD
17	Assistant (CSS)	ASGB	18	Lower Division Clerk	LDCL
19	Peon	PEON	20	Chowkidar	CHOW.
21	Lift Operator	LIOP	22	Lift Khallasi	LKHL
23	Khallasi	KHAL	24	Beldar	BELD
25	Lineman	LIMA	26	Wire Man	WIMA
27	Operator	OPER	28	Plumber	PLUM
29	Mason	MASO	30	Carpenter	CARP
31	Sweeper	SWEE	32	Sewerman	SEWM
33	Staff car Driver	SCDR	34	Motor Lorry Driver	MLDR
35	A.C. Mechanic	ACME			

## Chapter -12

### TRANSFER, DEPUTATION & TRANSFER OF CHARGE

Central Public Works Department is a multi-disciplined organisation having officers from Civil, Electrical, Architecture and Horticulture wing. In addition there are various other cadres i.e Ministerial, Draftsman, Stenographers, official language etc. Being a large organisation with number of cadres, CPWD follows transfer policy to bring in transparency in transfer and posting and balancing working strength in different areas as per their requirement. The officers and staff of the Central P.W.D. are required to serve anywhere in India. The officers and staff are liable to be transferred from one office to another or from one station to another.

12.1. All transfer are to be carefully planned within reasonable space of time. To avoid dislocation of work, large number of officials of one office is not transferred out simultaneously. As far as possible the transfers should take effect after the end of the financial year/academic year. Transfers during the rest of the year should be ordered only to the extent it is absolutely necessary from administrative point of view and on account of transfer/closure/opening of unit, retirement, death, resignation of Officers.

12.2. Transfer and Posting of Special DGs, ADGs, CAs, CEs and DDG (Hort.) are ordered by M/o UD according to requirements of the administration.

12.3. Transfer and posting of officers of the rank of Superintending Engineer and equivalent shall be done with the approval of Minister in charge. Transfer and posting of Group A (AEE, EE, EE(NFSG) and equivalent) officers shall be done with the approval of DG(CPWD).

12.4. Transfer and posting of Group B & C officers/ staff shall be done by Spl DG/ DDG (HQ) of the region except in case of OS Grade I, Chief Estimator ,Asst

Director (Hort), Assistant Architect, Architectural Assistant, Technical officer, Assistant (AD) and CSS/ CSSS/ CSCS staff attached with CPWD and staff of official language, which shall be done by Spl DG/ ADG(S&P) in charge of administration in the central office. However, inter regional transfer in any grade is to be done with the approval of DG,CPWD.

**12.5. General Guidelines :** The following guidelines are to be followed while deciding transfer and posting of officers of the rank of Superintending Engineer and below. The guidelines including tenure etc. may vary from cadre to cadre. However, the guidelines which are common to all are as below:

- i) While deciding transfer factors like tenure transfer rule, hard area posting, zonal requirement, deputation policy of the department and personal difficulties of the individual officers shall be taken into account. However, needs of the department shall have overriding priority over other factors.
- ii) The tenure in North Eastern Region and other declared hard area shall be 2 years. Officers posted to such station shall be allowed to exercise choice of station of posting and same will be considered subject to availability of vacancy at the station chosen and administrative exigency.
- iii) For the purpose of annual tenure transfer, the longest stayee list shall be circulated by January/February of the year. The list shall be prepared based on completion of station tenure as on 30<sup>th</sup> June of the year. The transfer orders should normally be issued in the month of March / April so that the officers can move before commencement of the academic year.
- iv) Officers having 2 years residual service may opt either for retention in the station of posting for residual period or may opt for posting to a station of their choice where they propose to settle down after retirement. The request will be considered subject to availability of vacancy at the station chosen and administrative exigency.
- v) For the purpose of determining station tenure, the period spent at a station continuously shall be considered irrespective of the post held.

- vi) The posting/transfer committee may recommend retention to officers for a period of one year on children education/medical ground after completion of tenure at a particular station.  
**Note :** (i) Cases of Medical ground shall constitute terminal diseases and case of mentally challenged.  
(ii) Educational grounds shall constitute child studying in class-12<sup>th</sup> only.
- vii) Permission for study outside office hours will not be a ground for retention in same station.
- viii) DOP&T guideline on posting of husband and wife shall also be taken into consideration while deciding such cases.
- ix) Once transfer orders are issued, officer should be relieved by their controlling officer immediately after issue of order without waiting for substitute unless direction contrary to this are indicated in the transfer order.
- x) The period spent in Headquarter posting shall not count towards station tenure in respect of officers of Engineering cadre (of the rank SE/EE/AE/JE). The Headquarter posting shall include posting in the Directorate, CDO, CSO, CSQ and Vigilance Unit.
- xi) The competent authority may relax any of the above provisions and order transfer/posting or retention of officers / staff keeping in view exigency of public service and administrative requirement.

**12.6. Tenures and guidelines for different posts :** The transfer & posting of various officers/officials is being done as per provisions made above and those specific to the post as mentioned below:

**a) Superintending Engineers/Executive Engineers and equivalent ranks in CPWD.**

- (i) The normal tenure at a station shall be 3 years except Delhi Region (including Ghaziabad, Faridabad, Gurgaon, NOIDA & Greater NOIDA) where tenure shall be 4 years.
- (ii) Posting of SEs / EEs in Circles/ Divisions respectively, project units, QA and valuation shall be considered as field posting. All other posts shall be considered as Planning Posts.

## b) Assistant Engineer

Transfer & posting of Assistant Engineers are to be done within region. However, if inter region transfer and posting are necessitated to remove imbalances in working strength of AEs, in various regions, the same shall be effected in terms of provisions made in Para 12.7. The jurisdiction of each region is indicated below:-

Spl DG (NR)	Northern Region	Comprising Delhi, Uttar Pradesh, Uttarakhand, Himachal Pradesh, UT of Chandigarh, Rajasthan, Punjab, Haryana and J&K i/c Indo-Pak Border works.
Spl DG (ER)	Eastern Region	Comprising West Bengal, Bihar, Jharkhand, Orissa, North Eastern States and Sikkim i/c Indo Bangladesh Border works.
Spl DG (WR)	Western Region	Comprising Maharashtra, Gujarat, Madhya Pradesh, Chattisgarh and Goa
Spl DG (SR)	Southern Region	Comprising Andhra Pradesh, Tamilnadu, Kerala, Karnataka, A&N, and Puducherry.

Intra region transfer shall be issued by Coordination unit attached to the Special DG of the region. For this purpose, EE (Coordination) shall function as Member Secretary to transfer & posting Committee and Hard Case Committee of the region. In all cases transfer & posting order shall be approved by Special DG before issue. Following guidelines shall be followed for within region transfer of AEs:-

- (i) The normal period of continuous stay of an AE shall be 4 years only at any station except Delhi (including Gurgaon, Faridabad, Ghaziabad, NOIDA, GR NOIDA) Mumbai, Chennai & Kolkata.
- (ii) The normal period of continuous stay for Delhi (including Gurgaon, Faridabad, Ghaziabad, NOIDA, GR NOIDA) and Mumbai will be 10 years whereas for Kolkata & Chennai, it will be 6 years.
- (iii) The period of continuous stay in Delhi PWD will be 6 years.

- (iv) There shall be minimum cooling off period of 2 years before an Assistant Engineer is considered for posting back to PWD, Delhi. Further no AE shall normally be posted in Delhi, PWD if he has less than (04 years) of balance stay at Delhi.
- (v) Period of continuous stay in Hard Area, Border Fencing, and Flood Lighting Works will be 2 years. Within each region "Hard area" may be identified by the respective Special DGs and hilly areas which are not well connected and have a height more than 8000 ft. may also be included in hard areas. After completion of tenure the AEs will be posted to a station of his choice as far as administratively possible.
- (vi) For purpose of half yearly rotational transfer without involving change of station e.g. transfer posting within Delhi region, readiness list shall be circulated by September of the year. The transfer order shall normally be issued in the month of October/November.
- (vii) The posts in hard areas shall be filled up in the following manner:-
  - (a) By obtaining options.
  - (b) If any AE makes a request for posting in hard area.
  - (c) Transfer Posting Committee can also post any AE to hard area subject to the condition that he/ she has not served in the hard area earlier.
- (vii) The AEs who have either completed 55 years age or earlier served in hard area shall not normally be posted to hard areas, unless they opt themselves.
- (viii) The normal tenure of continuous stay in Planning Units will be 03 years. However, the regional Special DG may reduce this period upto 02 years considering the number of vacancies available in planning unit and field unit in their region and exigencies of works. Under exceptional circumstances, where sufficient planning posts are not available Special DG/ ADG may reduce the planning tenure to one year. The Assistant Engineers who are interested to continue in planning beyond 03 years will be allowed retention except when the AE is due for station change.

However, after completion of 04 years, he/ she will be shifted to different Planning Unit.

- (ix) The maximum period of stay in any particular Field Unit will be 4 years extendable by 1 year keeping in view the exigencies of work with the approval of the Hard Case Committee.
- (x) Longest stayee at a station shall be transferred first.
- (xi) At the time of rotational transfer and posting, if any AE is due for change of group but not for station then station tenure shall be given priority over group change. However, an AE can be considered for the due group at other station if he has completed 03 years at current station and he/ she opts for the station change.
- (xii) Assistant Engineers may be allowed retention/extension at a station after completion of normal tenure for a maximum period of 2 years with approval of the Hard Case Committee on account of exigency of work or reasons stated at Para 12.5 (vi) above.
- (xiii) Further to above, in case the retention is granted at station on request of the individual, the AE shall normally be posted to Planning Unit during the retention period. However, this period shall not be considered as part of the normal Planning Tenure.
- (xiv) Retention beyond 02 years at a station on any grounds shall be granted by the DG, CPWD. Application for such retentions shall be submitted to the Director General, through the Chief Engineer concerned (through Eng-in-Chief in case of Delhi, PWD).
- (xv) All cases to be referred to Hard Case Committee shall be submitted through the concerned Chief Engineer (through Eng-in-Chief in Case of Delhi, PWD)
- (xvi) While deciding the posting on promotion from Junior Engineer to Assistant Engineer, period spent in Planning/Field Unit as Junior Engineer would be taken into account. However, once such a posting as Assistant Engineer in either Planning/Field Group is decided, thereafter the AE will be allowed to complete his full Field/Planning Tenure.

(xvii) Chief Engineers are empowered to make Transfer & Posting of Assistant Engineers in the same station and under same group (Planning to planning & field to field) in public interest by taking potential of the officer into consideration, exigency of the work so as to ensure timely/proper execution of work.

**(c) Dy. Architect, Assistant Architect, Technical Officer & Assistant (AD)**

- i) The normal tenure at a station shall be 3 years except Delhi Region (including Ghaziabad, Faridabad, Gurgaon, NOIDA & Greater NOIDA) where tenure shall be 5 years.
- ii) The officers who have completed 55 years of age shall not normally be posted to hard areas.

**(d) Assistant Director of Horticulture in C.P.W.D.**

- i) The normal tenure at a station shall be 3 years except Delhi Region (including Ghaziabad, Faridabad, Gurgaon, NOIDA & Greater NOIDA) where tenure shall be 5 years.
- ii) The officers who have completed 55 years of age shall not normally be posted to hard areas.

**(e) Junior Engineer**

- (i) Transfer and posting of Junior Engineers will be done Region wise (A, B, C & D). Inter-regional transfers will, however, continue to be approved by the Directorate. The inter-regional transfers approved after completion of 4 years in a region shall be treated to be in public interest.
- (ii) As far as administratively feasible and subject to CVC guidelines for shifting of personnel on completion of 3-4 years tenure on one seat, the normal period of continuous stay of the JE shall be 6 years only at any station except Delhi (including Gurgaon, Faridabad, Ghaziabad, Noida & Greater Noida) Mumbai, Chennai and Kolkata. However, the

request by JEs for transfer from one station to another after completion of 4 years at that station shall be treated in public interest.

- (iii) The normal period of continuous stay for Delhi (including Gurgaon, Faridabad, Ghaziabad, Noida & Greater Noida) and Mumbai will be 12 years whereas for Chennai and Kolkata, it will be 8 years.
- (iv) The period of continuous stay in Delhi PWD will be 6 years. Where required in public interest, a further retention may be allowed for a maximum period of two years, subject to CVC guidelines relating to change of posting on completion of 3-4 years.
- (v) Period of continuous stay in Hard Area, Border Fencing & Flood Lighting works will be 2 years. Within each region "hard areas" may be identified by the respective Special DGs and hilly area which are not well connected and have a height more than 8000 ft. may also be included in hard areas. After completion of tenure the JEs will be posted to a station of his choice as far as administratively possible.
- (vi) The JEs who have completed 55 years of age shall not normally be posted to hard areas.
- (vii) For transfer and postings, there will be two groups viz (a) Field and (b) Planning. Field consists of Maintenance, Construction, QA and Valuation. All other posts are planning posts.
- (viii) The tenure of continuous stay in Planning Units will be 2 years.
- (ix) Junior Engineers who are interested to continue in planning beyond 2 years may be allowed retention except when the Junior Engineer is due for station change. However, after completion of 4 years he will be shifted to a different Planning Unit.
- (x) The maximum period of stay in any particular Field Unit will be 4 years except in some sensitive installations where the JE can be retained for longer period at the request of SE concerned, subject to CVC guidelines.

(xi) Transfer within the same Circle without involving change of station/group may, in exceptional circumstances, be ordered by the Superintending Engineer of the Circle concerned on administration ground to be recorded in writing. All such transfers will however, be reported to the Regional Coordination office indicating the reasons which necessitated the change without consultation.

(xii) Junior Engineers may be allowed retention/extension at a station after completion of normal tenure for a maximum period of 2 years with the approval of the Chief Engineer of the region authorized to decide the hard cases.

(f) **Section Officer (Hort.)**

(i) Transfer and Posting shall be made by Committee chaired by Director of Horticulture and hard case shall be put up by Director (Horticulture) to Deputy Director General (Horticulture) for decision.

(ii) The normal tenure at a station shall be 3 years except Delhi Region (including Ghaziabad, Faridabad, Gurgaon, NOIDA & Greater NOIDA) where tenure shall be 5 years.

(g) **Divisional Accountants**

The transfers of Divisional Accountants/SAS Accountants are ordered by the Chief Controller of Accounts. The Superintending Engineer concerned in special cases may take up the matter with the CCA regarding the transfer of Divisional Accountants working in the Divisions under them as required vide Para 269 of the Auditor General's Manual of standing orders.

(h) **Office Superintendent Gr I / Chief Estimator**

i) The transfer & posting of Office Superintendent Gr I / Chief Estimator will be done on all India basis.

ii) The normal period of continuous stay of an Office Superintendent Gr I / Chief Estimator shall be 4 years only at any station except Delhi (including Gurgaon, Faridabad, Ghaziabad, NOIDA, GR NOIDA) Mumbai, Chennai & Kolkata where the tenure shall be 10 years..

- iii) Office Superintendent Gr I / Chief Estimators are to be transferred from one unit to another after every 5 years.
  - iv) Those who have completed 55 years of age shall not normally be posted to hard areas.
  - v) To adjust the officers on repatriation from hard areas, the longest stayee will be shifted out.
  - vi) In general, female and PH officials may not be posted in the hard areas. However, if an individual opts for the same his/her request may be considered. In case of physically handicapped or female employees, the maximum outside tenure shall be 2 years.
- (i) **LDC/UDC/ Stenographer**
- i) The LDCs/ Stenographer are normally not transferred to a different station except in case of administrative exigency. However, request for transfer made by a LDC is to be considered subject to availability of vacancy and requirement at the station of posting.
  - ii) Those promoted to UDC against examination quota are liable to be transferred out depending on the administrative requirement of the department.
  - iii) The LDCs/ UDCs are to be transferred from one office to another office after every five years within the same Circle. Such transfers are ordered by the Superintending Engineers concerned. For the purpose of operation of 5 years transfer rule, a sub-Division located at a station other than its Divisional headquarters shall be treated as a separate office. Superintending Engineers have been empowered to grant exemption from transfer in individual cases up to a maximum period of one year provided that there are exceptionally strong reasons to justify grant of such an exemption.
  - (iv) Inter Circle transfer and inter station transfer within region shall be issued by Coordination unit of the region.
  - (v) Those who have attained the age of 55 years may not be posted to Hard area/BFR.

- (vi) Those who have attained the age of 57 years may not be transferred from existing station unless individual wants a change on compassionate grounds.
- (vii) UDCs and LDCs, including Cashiers, serving in a Divisional Office shall be rotated between accounts and correspondence branch every three years. The period of three years' stay in Accounts seat shall be reckoned from first April and first October of a year. Transfers shall be completed by first May and first November of the year. Such transfers shall be effected by the Superintending Engineer of the Circle concerned. The Superintending Engineers are empowered to grant exemption from transfers under this rule up to a maximum period of one year where circumstances so warrant.

The interchange of staff between the Accounts and Correspondence Branches is not to be treated as transfer of Office which is changed every five years. The Superintending Engineers will, however, ensure while transferring the Clerks from one Division to another that the official is posted in the Correspondence Branch of the new Division if he was previously working in Accounts Branch of a Division and vice versa.

The Lower Division Clerks, who are imparted training in Accounts under the scheme of training in Accounts introduced by the Department, fail to pass the examination held at the conclusion of the training, shall not be posted to Accounts Branch till they pass the examination subsequently.

(j) **Office Superintendent**

- i) The normal tenure at a station shall be 3 years except Delhi (including Ghaziabad, Faridabad, Gurgaon, NOIDA & Greater NOIDA), Mumbai, Chennai & Kolkata where tenure shall be 12 years.
- ii) Continuous stay in Delhi PWD shall be 6 years.
- (iii) Posting in BFR (Western Sector) shall be 1½ years.
- (iv) Those who have attained the age of 55 years may not be posted to Hard area/BFR.

- (v) Those who have attained the age of 57 years may not be transferred from existing station unless individual wants a change on compassionate grounds.
- (k) **Senior Draftsman / Draftsman**
- (i) Draftsman can be considered for transfer on their own request on compassionate ground from one station to another subject to availability of vacancy and requirement at the station of posting.
- (ii) Inter circle transfer and inter station transfer with in region shall be issued by Coordination unit of the region.
- (iii) The normal tenure at a station shall be 4 years except Delhi (including Ghaziabad, Faridabad, Gurgaon, NOIDA & Greater NOIDA), Mumbai, Chennai & Kolkata where tenure shall be 12 years.
- (iv) Normal period of continuous stay in one Circle will be 08 years subject to CVC guidelines relating to change of seat on completion of 3-4 years.
- (v) Continuous stay in Delhi PWD shall be 08 years.
- (vi) Posting Hard Area/BFR shall be for 1½ years.
- (vii) Officials who have attained the age of 55 years may not be posted to Hard area/BFR.
- (viii) Officials who have attained the age of 57 years may not be transferred from existing station unless individual wants a station of his choice on compassionate ground.
- (ix) The normal tenure of continuous stay in Planning Units will be 2 years. If any official is interested to continue in Planning Unit beyond 02 years he will be allowed retention upto a period of 02 more years except due to station change in the same seat/office and after completion of retention period he will be shifted to a different Planning Unit.
- (x) The normal period of stay in any particular field unit will be 04 years.

12.7. **Inter Regional Transfer** : Inter-regional transfer/posting of AEs will be under the overall control of the Directorate General, CPWD.

- a) The Inter Regional imbalances of Assistant Engineers shall be worked out once every year so as to determine the necessity and extent of the Inter Regional Transfer is effected during the year. For working out the imbalances, sanctioned strength and held strength of Assistant Engineers in each region as on 31<sup>st</sup> December shall be intimated by concerned Coordinate Circle to the Directorate for working out the regional imbalances for subsequent year.
- b) If the inter-regional transfers are necessitated to remove imbalances in the working strength of AEs, in the various regions, the same shall be effected as under:
  - (i) Any officer who voluntarily opts for inter-regional transfer on his/her own volition shall be considered for inter-regional transfer.
  - (ii) The Junior Engineers who qualify in the LDCE for promotion to the post of AEs and who are below 50 years of age may be posted outside their regions irrespective of the length of their stay in the region/station. Transfer shall be effected in the order of seniority based on the length of the stay in the region.
  - (iii) A list of all Assistant Engineers with age less than 50 years as on 1st of January of each year shall be prepared and circulated by the concerned Superintending Engineer (Coordination). This list will be made public and shall be forwarded to Directorate General on or before 31<sup>st</sup> January of each year. The list of longest stayee AEs received in the Directorate from SE (Coordination) will be sorted out in the order of seniority based on the length of the stay in the region and it will be the basis of Inter-Regional Transfer.
  - (iv) In case of the officers returning from hard area, their stay in the region shall be counted from the date of return from hard area. Similar condition shall apply for those coming on inter regional transfer from another region.
  - (v) The inter-regional transfer would be made through the aforesaid criteria in order of sequence brought out above.

- (vi) Assistant Engineers likely to be sent on inter-regional transfer, may forward their option/choice of three regions in order of preference to the concerned SEs (Coord.) for onward transmission to Directorate General of works, CPWD. This option shall reach the Directorate by 28<sup>th</sup> February of each year. Choice of region would be considered depending upon availability.
  - (vii) Officer below 50 year of age on the date of promotion to the grade of Assistant Engineer against Seniority quota and whose Region seniority is already covered in Inter Regional Transfer shall be posted outside the region.
  - (viii) One year retention may be granted to those officers whose children are studying in Class XII.
  - (ix) In case of working spouse, the case may be dealt as per DoP&T guidelines.
- 
- c) While making Inter-Regional transfers, station tenures shall not be a parameter for consideration.
  - d) The tenure of stay in hard area shall be 2 years and 3 years in other areas in case of inter-regional transfer. Application for inter-regional transfer on completion of tenure, back to choice region shall be accepted 6 months before the successful completion of stipulated tenure. Transfer-order authorizing posting back the Assistant Engineers would be issued well in time. AEs shall not be retained by concerned CE under any circumstances except by express order of Special DG of the Region for a period not exceeding three months.
  - e) Completion of stay in Delhi PWD or at any other station/posting will not come in the way for Inter-Regional transfer if it is due as per these guidelines.
  - f) Period of continuous stay in hard area, Border fencings, Border roads & Flood lightings work will be 2 years. On successful completion of posting in above areas, AEs shall not be posted outside their region for next 10 years.

- g) The Assistant Engineers who have completed 50 years of age and ladies shall normally not be posted to hard area or out of the region.
- h) The order issued under the authority/delegation of power of Directorate General in term of these guidelines shall be binding on all controlling officers, at the time of joining and relieving after successful completion of their tenure.
- i) All controlling Officers shall initiate preparatory action three months in advance to enable them to relieve Assistant Engineers in time after successful completion of their tenure.
- j) These inter regional transfer order issued by the Director General of Works shall also serve as an authority to relieve back AEs after successful completion of their tenure to the Region of their choice. Special D.G. of the region, considering exigencies shall have power to extend the tenure stay not exceeding 3 months.
- k) The officers going on Inter Regional Transfer shall be considered for choice place of posting on return from Inter Regional Posting.
- l) Officers aged more than 50 years who volunteer for inter regional transfer shall also be considered by interpolating their name in the longest stayee.
- m) The AEs/their family as per their service records, who are suffering from terminal illness, shall be considered for exemption from inter regional transfer on purely medical grounds on submission of such medical certificate from any competent Government Hospital or Hospital approved by CGHS. Similarly AEs having their children mentally retarded/spastic needing special schools for their education training shall normally be allowed retention in the region on request and on submission of medical certificate from any competent Government Hospital or Hospital approved by CGHS.
- n) Notwithstanding these guidelines, Director General, CPWD shall have full power to order transfer/posting or retention of any AEs (Civil) & (Electrical) keeping in view the exigencies of public service, compassionate grounds, administrative requirements and merits of the individual cases.
- o) Director General, CPWD shall have full powers to order transfer/posting of AEs (Civil) & (Electrical) from one region to another or in any manner

according to exigencies of public service, compassionate grounds, administrative requirements and merits of individual cases, as well as making any changes in these guidelines.

**12.8. Committees :** The transfer & posting and hard case committee for officers of the rank of SE/EE/Equivalent as well as Inter Regional Transfer of AEs shall be constituted by DG, CPWD. For all other posts committees wherever applicable shall be constituted by Spl DG at the central office or in the region as the case may be.

**12.9. Regularisation of Waiting Period :** In case of officers/ officials reporting to central office/ regional office based on order stipulating such reporting or on return from deputation after completing the tenure, the period between date of reporting to such offices and date of further posting shall be regularised with the approval of ADG(S&P)/ regional DDG(HQ) respectively.

#### **12.10. Deputation**

Service of officer and staff of C.P.W.D. are placed at disposal of various Union Territories, Institutions and other Ministry/Departments of Govt. of India on deputation subject to exigencies of work in the Department. As a policy, the Department sends its officers on deputation against the posts carrying higher scale of pay on the terms and conditions laid down by the Govt. of India.

The period of deputation, extension, repatriation etc. shall be governed by the extant rules.

#### **12.11 TRANSFER OF CHARGE.**

##### **Report of Transfer of Charge**

All Gazetted Officers shall submit their reports of transfer of charge in Form T.R.1 to the Pay & Accounts Officers concerned, his controlling authority, the Chief Engineer concerned and DG direct on the day the transfer is effected. The names and designations of the relieved and relieving Officers shall be shown in block letters below their dated signatures. The time taken in the transfer of charge shall invariably be noted and a simultaneous reference

made to the competent authority, through proper channel, for getting the excess period, if any, regularised under Audit Instruction I below F.R.107.

### **Assistant Engineers**

The assistant Engineers are required to submit their transfer reports in Form T.R.1.

### **Junior Engineers**

The Junior Engineers will make their transfer reports in the Form given at Appendix II.

### **Handing over note**

In addition, each relieved officers must hand over to his/her successor a detailed note on the works under his/her charge, disputed and complicated cases, if any, unadjusted claims with supporting data and such other points of interest, or special instructions, as may be necessary for the relieving officer to take up the threads from where his/her predecessor left off. The relieving Divisional Officer shall state specifically in his/her charge report whether the accounts of his/her Division may be considered to represent truly the progress of works, under his/her charge.

At the time of handing over charge, the confidential reports of all officers working under him/her, as also his/her own self appraisal shall be written by the relieved officer, in the prescribed forms, or on plain paper, as the case may be according to the period involved. Where the transfer of charge involves handing over assumption of responsibility for cash, stores etc. The following instructions shall be complied with:-

- (i) The cash book or imprest account shall be closed on the date of transfer and a note showing the cash and imprest balance in hand and the number of unused cheques, if any, made over/received shall be recorded in it over the signature of both the relieved and relieving officers.

- (ii) The relieving Officer, while sending the charge report shall mention clearly anything irregular or objectionable noticed by him/her in the conduct of business, in the office. In addition to cash, he/she shall examine the accounts, inspect the stores, count, weight and/or measure certain selected items in order to verify the accuracy of the returns and registers and describe the state of the records relating to accounts.
- (iii) When affecting the transfer of a Sub-Divisional charge, the relieved officer shall unless otherwise ordered, take the relieving officer round to show him/her the various works under his/her charge. In case of transfer of a divisional charge, the relieved officer shall accompany the relieving officer to the works in the station and such other works in outstations as directed by the Suptdg. Engineer. Where the relieving officer could not inspect all the works before taking over the charge, he/she shall mention specifically the outstation works he/she could not inspect indicating as to when he/she proposes to inspect these.
- (iv) Failure on the part of relieving officer in bringing to the notice of the Superior Authority within a reasonable time, any deficiency or defects or departures in the execution of the works or stores and cash taken over from his/her predecessor shall render the relieving officer responsible for the quality and quantity of works, stores and cash etc.
- (v) The transfer of charge report of the Divisional and Sub-Divisional officer shall be submitted to the Superintending Engineer within a fortnight of such transfer except in special circumstances.

In the case of ministerial or drawing office establishment, the Head Clerk/Accountant/Superintendent/Estimator/Draftsman shall, in addition to a detailed note, enclose a list of files and equipment in their personal custody and a list of returns or data which may be required to be submitted to the higher authorities within the next fortnight.

Similarly, the ministerial and drawing officer staff shall hand over the lists of pending cases/estimates and undisposed of references to their relievers. A

census of the Library Books, Measurement Books, Tools and Plant and stationery and office equipment, liveries of Group 'D' etc., shall be taken and made over to the successor.

## Chapter -13

### LOANS, ADVANCES and ALLOWANCES

Various types of loans and advances are sanctioned by different offices of CPWD based on power delegated to the officers by virtue of being Head of the Department, Head of Office. Bills are raised for payment by the DDOs on respective Pay & Accounts Offices.

#### 13.1 HOD, HOO & DDOs :

The HOD, HOO and DDO for different offices are as under.

Sl. No.	Office.	HOD	H.O.O.	DDO.
1	2	3	4	5
1.	Central Office	DDG (Pers.) DDG(Works) DDG(HQ). DDG(e-governance).	Deputy Director looking after administration of category of officers.	S.O. (Cash)
2.	Addl.D.G(Trg.)	Addl.D.G. (Trg.)	EE (Admn.)	EE (Admn.)
3.	Vigilance Unit	JS & C.V.O.	EE (HQ.).	AE (HQ.).
4.	CDO.	CE (CDO).	EE (HQ.).	AE (HQ.).
5.	CSQ(civil/ Elect.)	CE(CSQ) (Civil/ Elect.)	EE (HQ.).	AE (HQ.).
6.	CSO.	CE(CSO)	EE (HQ.).	AE (HQ.).
7.	O/o Spl. DG.	DDG(HQ.)	EE (HQ.)/ any officer of the level of EE (to be decided by DDG (HQ.).	SO / any officers of the level of AE as may be decided by DDG (HQ.).
8	Addl. D.G. (Sub Regions)	Addl.D.G./ local Chief Engineer	EE(HQ)/ any EE as may be decided by Director (Works)	SO / any officers of the level of AE as may be decided by Director (Works) .
9.	Chief Engineer (Zonal)/Chief	CE/CPM	EE (HQ.)/ any EE as may	SO / any AE or OS. Gr-I as may be

	Project Manager		be decided by CE/ CPM	decided by CE/CPM.
10.	Superintending Engineer (Circle/Project Unit)	CE to whom the unit report.	EE/ AE (HQ.)/ any AE/ OS Grade-I as may be decided by SE/PM .	AE (HQ.)/ any OS Gr-I as may be decided by SE/PM.
11.	Division Officer.	CE under whose jurisdiction the division falls.	EE	EE

**Note:** Wherever, the establishment function in respect of offices of Spl. DG/ADGs is assigned to the local Chief Engineers, the concerned Chief Engineer shall continue to discharge function of HOD for cases relating to office of Spl. DG/Addl. DG.

**13.2** Loans and advances should be sanctioned subject to fulfilment of conditions laid for each including the financial limits. The quantum of advance, rate of recovery and interest rate in case of interest bearing loans/advances should conform to the rules applicable at the time of sanction. It would be the responsibility of head of establishment section in each office (SO/OS Gr.I/OS) to ensure that the requests for such sanction are processed in accordance with the rules. In case of temporary employee, necessary surety should also be called for wherever applicable.

**13.3 Authority to Sanction:** The various types of loans and advances and authorities empowered to sanction are given in table below:

Sl. No.	Loan/Advance	Authority to sanction	Remarks
1	Advance of Pay on transfer	HOO	These are interest free advances. However, interest is chargeable in case of failure to submit bill including refund of excess amount within stipulated time period in respect of Item No.2 & 3. In case of others recovery is
2	Advance of TA on tour/transfer/retirement.	HOO	
3	Advance of LTC	HOO	
4	Leave Salary Advance	HOO	
5	Advance in connection with medical treatment (Upto Rs 2 Lacs)	HOD	
6	Festival Advance	HOO	
7	Advance in the event of natural calamity like flood, drought, cyclone etc.	HOO	
8	Advance to the family of	HOO	

	Government servant who die, while in service (For immediate financial relief)		to be made from salary. However interest is chargeable in case condition attached to the sanction and those relating to recovery of amount is not complied to.
9	Advance for training in Hindi through Correspondence Course.	HOO	
10	Advance for purchase of bicycle.	HOO	
11	Advance for purchase of warm clothing.	HOO	
12	Advance for purchase of conveyance i.e. motor car, motor cycle/moped, scooter.	HOD	These are interest bearing advances.
13	Advance for purchases of Personal Computer.	HOD	
14	Advance for construction/ purchase of house/ flat/ enlargement of living accommodation.	HOD	

#### **13.4 Allowances :**

Allowances as decided by the Government are payable subject to fulfillment of conditions stipulated for each. Planning and Design Allowance are payable to AEE/ AE/ JE at the prescribed rates when engaged in the work of Planning or Design as per extant rules.

**Chapter -14**  
**OFFICE MANAGEMENT**

The Central Public Works Department (CPWD) has various offices starting from the lowest level of Sub-Divisional Office, headed by Assistant Engineer upto the Central Office headed by DG(CPWD). The Central Office, Office of Spl. DG / Addl. DG and office of Chief Engineer, which are designated as attached offices follow the Central Secretariat Manual on office procedure and other relevant administrative orders issued by the Government and / or the Director General (CPWD) from time to time. The subordinate offices i.e. the Circle, Divisional and Sub-Divisional offices constitute the field formation. The procedure set forth will be followed in these offices. However in case of any ambiguity the Central Secretariat Manual on Office Procedure shall be followed.

Consequent to implementation of Annual Recruitment Plan, there has been considerable reduction in staff strength. Implementation of cadre review of Technical Cadres, has resulted in increase in the sanctioned strength of Spl. DG, Addl. DG, Chief Engineers and hence the number of offices. In addition, there has been increase in number of posts. The reduction of staff strength and increase in number of offices calls for reorganisation of staff strength in different offices and revision of yard stick.

In view of above structural changes, there is emphasis on computerisation, level jumping and implementation of single file system so as to manage the works efficiently. All staff members should be proficient in working on computer and to achieve this, officers should be sent on training if required. In addition, to ensure proper output of work by each official, duties of the clerical staff should be properly defined by issue of office order by Head of Office.

**14.2. Circle Office:** The circle office is headed by Superintending Engineer, having a planning unit and establishment section headed by Office Superintendent Grade-I, who supervises the work of clerical staff in the Circle office. He/she assigns the work to the clerical staff and is responsible for management and co-ordination of works, maintenance of order and discipline in the section, upkeep of office and office equipment/furniture, ensure timely action on receipts, processing of cases in

time bound manner and issues. He/she is also responsible for primary handling of important and intricate cases.

**14.3. Divisional Office:** The divisional office is headed by Executive Engineer, having a planning unit, accounts branch and correspondence section. Office Superintendent and Divisional Accountant are in-charge of Correspondence and Accounts Section of the Division Office respectively. The duties of office Superintendent in Division office are similar to that of OS Gr.I in Circle Office. The Divisional Accountant is responsible for management of works in Accounts Branch. Divisional Accountant shall be responsible for budgeting, monitoring and reporting of expenditure and timely submission of accounts.

**14.4. Duties of OS Gr.I/OS:** The duties of OS Gr.I/OS in Circle office and Divisional Office are similar. In addition to what has been mentioned above, the OS Gr.I/ OS are required to discharge following responsibility.

- a) Distribution of work among dealing hands.
- b) Helping and advising staff.
- c) Training need of staff.
- d) Maintenance of a list of residential address of officials & staff.
- e) Go through receipts and put up to higher officers those required to be seen at dak stage.
- f) To keep note of important receipts.
- g) Timely submission of arrear and other returns.
- h) Recording of files and their classification.
- i) Weeding out of files and destruction.
- j) Proper maintenance of registers.
- k) Court cases relating to Establishment Branch.
- l) Any other work assigned by Superintending Engineer/Executive Engineer.

**14.5. Duties of UDC/ LDC:** The dealing hands are of the rank of UDC/LDC. Consequent to implementation of 6<sup>th</sup> Pay Commission, direct recruitment at the level of LDC is being dispensed with. Both UDC and LDC are responsible for work entrusted to them and shall maintain files in proper manner, put up cases including notes and drafts as may be required. They should be proficient in working on computer. If required, they should be sent on training. With the introduction of new

grade of MTS (Multi Tasking Staff), the work of diary/despatch can be assigned to such staff. UDC/LDC MTS shall deal with the works entrusted to them independently and put up cases to OS Gr.I/OS as the case may be.

**14.6. Accounts Branch:** The Accounts Branch under the Divisional Accountant shall deal with:

- a) All matters relating to Cash, Audit and accounts.
- b) Preparation of budget and accounts.
- c) Maintenance of provident Fund accounts of Work Charged Staff.
- d) Correspondence relating to contract and contactors and compilation of tender document.
- e) Arbitration and court cases.
- f) Reply to audit paras.
- g) Any other work assigned by the Executive Engineer.

**14.7. Sub-Divisional Office:** The work in the sub-divisional office is managed by sub-divisional clerk who may be of the rank of UDC/LDC. The sub-divisional clerk is responsible for smooth management of works in the sub-division including establishment matter of work charged employees, preparation of pay bill of work charged staff, maintenance of all data and information required to be submitted to Correspondence and Accounts Branch of the Division. All activities related to call of tender in sub-divisional level, preparation of bills etc.

**14.8. Cashier:** Assistant/UDC/LDC may be appointed as cashier at the discretion of competent authority. In subordinate office, Lower Division Clerks are generally appointed as cashier. If required, Upper Division Clerks can also be appointed as cashier. The persons who are appointed cashier should be holding a permanent post.

**14.9. Special pay to cashier:** Cashiers are granted special pay based on average amount of cash disbursed excluding payments by cheque. The amount of receipts is also to be taken into consideration.

Power to grant such a special pay vests with Director General and Chief Engineers declared as Head of the Department. These powers have been internally delegated to the Superintending Engineer in respect of special pay to Cashier in Divisional Office and to Director of Administration for Central Office. The Special pay should be reviewed every year.

Every official who is appointed to work as cashier, unless exempted by competent authority should furnish security in accordance with the provisions contained in General Financial Rule 2005 and orders issued there under from time to time. The special pay is to be granted from the date of issue of order of appointment as cashier or the date of furnishing security, whichever is later.

In case of newly created office, where it is not possible to meet all conditions quoted above, Head of the Department may grant special pay to cashier, during the first year of existence on the basis of estimated average monthly cash disbursement.

A person appointed to officiate as Cashier in short term vacancy may be exempted from furnishing security, if the circumstances warrant such exemption provided that (i) competent authority is satisfied and there is no risk involved (ii) Government servant concerned is permanent and (iii) The period of officiating arrangement does not exceed 4 months.

The power to grant such exemption vests with Director General (CPWD) and Chief Engineer who are declared as HOD. Exemption from furnishing seniority for period exceeding 4 months is normally not permitted. In such cases prior approval of Ministry of Finance will be required.

#### **14.10 Special Pay to Barkandaz:**

The post of Barkandaz carries a special pay for handling petty cash on behalf of the cashier whom he assists in his work. Special pay is sanctioned w.e.f. the date, Barkandaz deposits security determined by sanctioning authority.

#### **14.11 Duties of Draftsman, Senior Draftsman and Chief Estimator.**

The officers of draftsman cadre are posted in Zonal, Circle and Division offices. The duties include:

- a) Recording of plans and drawing and maintenance of registers of buildings, roads and bridges.
- b) Preparation of drawings.
- c) Preparation and scrutiny of estimates and contract documents from the technical point of view, preparation of justification of rates.
- d) Examination of survey reports.
- e) Checking of Extra, Substituted and Deviation Statement.

#### **14.12 Duties of Stenographer:**

After the 6<sup>th</sup> pay commission, the stenographers in CPWD cadre have two grades i.e. Stenographer Grade-II and Grade-I. The duties of stenographers are:

- a) Taking dictation and typing.
- b) Typing of hand written drafts
- c) Attending to telephone calls
- d) Maintenance of engagement diary
- e) Preparation of tour programme and T.A. bills of controlling officer.

#### **14.13 Duties of MTS (Multi Tasking Staff)**

The post of MTS has been created consequent to recommendation of 6<sup>th</sup> Pay Commissions, by merging posts of Peon, Daftry, Farash, Chowkidar, Sweeper, Barkandaz and Messenger. The duties assigned to MTS are:

- a) Physical Maintenance of Record
- b) General cleanliness and upkeep of Office.
- c) Carrying of files and other papers within the building.
- d) Photocopying, Sending of Fax.
- e) Delivery of Dak outside building.
- f) Watch & ward
- g) Opening & closing of rooms.
- h) Dusting of furniture.
- i) Assisting in routine office work like diary & dispatch including on computer.
- j) Other non clerical job.
- k) Any other work assigned by superior authority.

#### **14.14 Record Keeping:**

A proper filing system is essential for convenient identification, storage and retrieval of papers. The OS Gr I/ OS should maintain appropriate list of standard heads and standard sub heads. The title should be as brief as possible but should give at a glance sufficient indication of the contents of the file.

Each branch shall have a register of files based on the type of subjects mentioned above. This register shall show the file maintained in the section by the different dealing hands. The register shall be in the custody of the OS Gr I/ OS. The files shall be maintained and shall be in the custody of the dealing hand.

The planning units will not be required to maintain the correspondence files, which should be maintained by the correspondence branch in divisional office as well as in circle office. The register of drawings shall, however, be maintained by the drawing branch.

#### **14.15 Offer of Appointment and Appointment Formalities**

When a candidate is selected for appointment to a post, an offer of appointment is required to be issued to him / her after observing the formalities of verification of character and antecedents and medical examination as per instructions issued from time to time. Proforma for offer of appointment is given at Appendix – III.

As indicated in the offer of appointment, the candidate is required to furnish at the time of joining;

- a) Certificate from two gazetted officers or first class magistrate about his/her character. Specimen of the certificate is at Appendix-IV
- b) Original certificates of his / her educational qualification with attested true copies.
- c) Declaration of marriage. Specimen of the declaration is at Appendix-V
- d) Certificate of caste in the case of SC / ST / OBC in the prescribed form.

The order notifying the appointment of an official should be issued with effect from the date on which he / she joins the post. Specimen of appointment order is at Appendix – VI. On his / her joining, he / she is also to be administered the oath of allegiance as per proforma at Appendix VII.

#### **14.16 Service Book:**

Service books are to remain under the custody of OS Gr I/ OS, and posted up-to- date by the dealing hand concerned. Proper maintenance of service book is essential for eliminating delay in authorization and payment of pension. Initial entries at the time of opening the service book should be verified from original documents. Caste certified should be got verified from the issuing authority. All important events should be got recorded in the service book attested by head of office.

The service book should be shown to the officials every year and his/ her signature obtained. Verification of the service of the government servant should be completed from concerned PAO on completion of 25 years of service or 5 years before date of retirement and a certificate in the prescribed form is issued to the government servant.

#### **14.17 Leave :**

CCS (Leave) Rules, 2011 shall apply. The account of casual leave, restricted holiday shall be maintained by OS Gr I / OS on calendar year basis. For all other leaves entry shall be made in the service book except special casual leave sanctioned by the competent authority for sports, union activity, family planning, casting of vote for Lok Sabha or State Assembly on the day of election in their home constituency.

#### **14.18 Attendance Register :**

An attendance register shall be maintained by each section in the prescribed form. Member of the staff shall, on arrival in office mark attendance against their names with dated initial and time of arrival. Similar entry shall be made at the time of leaving office at the end of the working hour. The Group D (Now re-designated as MTS) shall be encouraged to sign the attendance register or else the attendance shall be marked by OS Gr I / OS. Casual leave can be sanction for half day. Half day casual leave can be debited from the account of the concerned official for late coming as well as early leaving.

**14.19 Working Hours:** The normal working hour in Circle and Divisions are:

Circle Office : 9.30AM to 6.00 PM ( 5 days week)

Division Office: 9.30 AM to 5.00PM (6 days week)

With 30 minutes lunch break from 1.30 PM to 2.00 PM

**14.20 Officers Responsible for disposal of cases:** The following officers shall be responsible for efficient management and disposal of matter pertaining to different offices of CPWD.

A. Central Office, O/O Spl. DG/Addl. DG, Chief Engineer.

Sl. No.	Type of Reference	Central Office	Spl.DG/Addl.DG	Chief Engineer
1	VIP Reference	SO of concerned section.	SO concerned	SO concerned
2	Public Grievances	- Do -	- Do -	- Do -
3	Comments on Cabinet Note	DDG/Directors concerned	DDG(HQ)/Director (Works)	SE(Admn.)/EE(HQ)
4	Reply to Parliament Question	- Do -	- Do -	- Do -
5	Preparation of pension papers	SO concerned	SO concerned	SO concerned
6	Processing case of compassionate appointment	--	--	SO concerned

B. Circle/Divisional Office.

Sl. No.	Type of Reference	Circle Office		Division Office	
		Officers responsible for Monitoring	Officers responsible for timely submission	Officers responsible for Monitoring	Officers responsible for timely submission
1	VIP Reference	OS Gr.I	Dealing Clerk	OS	Dealing Clerk
2	Public Grievances	- Do -	- Do -	- Do -	- Do -
3	Reply to Parliament Question	EE(Hq.)	Official assigned the work	EE	Official assigned the work
4	Preparation of	OS Gr.I	Dealing Clerk	OS	Dealing Clerk

	pension papers				
5	Preparation of pay bill and other bills of regular staff	OS Gr.I	Dealing Clerk	OS	Dealing Clerk
6	Leave/Increment and advance to Regular staff,	- Do -	- Do -	- Do -	- Do -
7	Pay and reimbursement of other bills of work charge staff.				To be prepared by SDC
8	Audit and passing of bills for all payments	--	--	Divisional Accountant	Concerned dealing clerk.
9	Reply to Audit Paras	OS (Gr.I)	Dealing hand of budget section.	Divisional Accountant	Input to be given by dealing clerks depending on the subject handled by them.
10	Processing cases of compassionate appointment.	OS (Gr.I)		OS	
11	Preparation of Budget, Monthly A/c, Appropriation Account etc.	--	--	Divisional Accountant	
12	Monthly/Quarterly/ Half yearly/yearly return.	EE(HQ.) / OS (Gr.I)		OS / Divisional Accountant	Dealing Clerk

**Note:**

1. Wherever OS(Gr.I)/OS have been posted to handle above subject, they will be responsible for disposal of cases. The term SO/OS(Gr.I)/OS would also include dealing hands who are responsible for putting up the case timely.
2. The above list is indicative. For any other subject/case assigned, the officers assigned the work shall be responsible for timely processing of cases.

## 14.21 Sanction and Permission:

CPWD has large number of offices spread all over the country, who have to independently handle various administrative cases independently and issue sanction / permissions. The list below indicates officers empowered to deal with different types of cases.

Sl. No.	Item	Power to sanction/accord permission
1	GPF Advance	Executive Engineer / Equivalent : Upto 3 months pay or half the amount at credit whichever is less including 2 <sup>nd</sup> advance. Full power for work charged staff. Superintending Engineer / Equivalent and above: Full powers subject to recovery in 36 instalments.
2	GPF Withdrawal	Superintending Engineer / Equivalent and above: Power are to be exercised keeping in view the purpose of withdrawal, extent of withdrawal and length of service as stipulated in GPF Rule 1960.
3	Medical claim	HOO for treatment taken from CGHS approved hospital at prescribed rates.
4	Permission for treatment in Non-CGHS Hospitals.	Head of the Department
5	Medical advance	Head of the Department
6	Permission for obtaining passport and for visit abroad.	<b>SE/Equivalent:</b> For officials upto the rank of JE and equivalent. <b>CE/Equivalent:</b> For officials upto the rank of SE and equivalent. <b>Controlling Officer:</b> For officials of the rank of Chief Engineer & above.  While exercising above powers, the Vigilance clearance should be obtained and the officer giving permission should satisfy himself/herself about the other conditions mentioned under passport Rules.
7	Earned Leave, Half pay Leave, Commuted Leave, Leave not due, Extra Ordinary Leave, Maternity Leave, Paternity Leave	Controlling Officer not below the rank of Executive Engineer.
8	Special casual leave to office bearers	Chief Engineer / Equivalent : In case of regular staff.

	for participation in union activities	Superintending Engineer / Equivalent : For work charged staff
8	Study Leave	Ministry concerned.
9	Children's Education Allowance	Controlling officer of the rank of EE and above.
10	Hiring of accommodation for CPWD Office	DG (CPWD): Full powers.
11	Shifting of a) Division b) Sub Division c) Section	DG(CPWD) Chief Engineer (within zone), Addl DG (with in sub region) SE (with in circle), CE (with in zone)
12	Installation of Telephone a) Office b) Res of CE/SE/EE	ADG ADG
13	A. Transaction of movable and immovable property where prior permission is required a) Group A b) Group B c) Group C B. Transaction of movable and immovable property where prior intimation is required a) Group A b) Group B c) Group C	The Head of Department for Group A & Group B officers and Head of office for others. In case of Head of Departments themselves, the permission is to be taken from the Central Government (Ministry of Urban Development).

#### 14.22 RTI :

To facilitate quick action on RTI applications, officers in various offices have been designated to act as CPIO and Appellate Authority. Addl. DG(TD) shall function as Transparency Officer of CPWD. The list of CPIO, Alternate CPIO and Appellate Authorities for various offices are as under:

Sl. No.	Office	CPIO	Alternate CPIO, when post of CPIO is vacant/ Post indicated in col.No.3 does not exist	Appellate Authority
1	2	3	4	5
<b>Directorate General</b>				
1	RTI Cell	SO, RTI	EE, RTI	

2	Monitoring Unit	Section Officer	DD in charge	DDG(W)
3	FO Unit	FA-Budget	FO	
4	DDG (Pers.)	Each Section Officer Unit	DD in charge	DDG(Pers.)
5	Vigilance Unit	Each EE	-	SE-in-charge
6	S&D unit	Section Officer (S&D)	AE(S&D)	DW(S&D)
7	P&WA Unit	Each Section	-	DW(P&WA)
8	PM Unit	EE (PM)	-	DW (PM)
9	Director Admn-I	Each Section Officer Unit	DD in charge	Director Admn-I
10	Director Admn-II	Each Section Officer Unit	DD in charge	Director Admn-II
11	CDO/CSO/CSQ Unit	Each EE / EE Level unit including in-situ SE	-	SE / SE level officer in charge; CE for in-situ SE
12	Training Unit	Each EE / EE Level unit including in-situ SE	-	SE / SE level officer in charge
13	ADG(Arch)	Architect (LO)	-	SA (HQ)
14	DDG(Hort)	DD(H) (HQ)	-	DDG (Hort)
15	ADG Office	Section Officer	EE in ADG Office	Director (Works) / SE in the ADG office
16	Zonal/ Office CE	Each Section Officer Unit/	EE (HQ)/SE(HQ)	
		Each EE Unit	-	
17	Coordination Circle	OS	AE	
18	CA Office	Architect (Llasion	-	SA (HQ)

		Officer)		
19	SA Unit	One nominated Architect*	-	SA in-charge
20	Circle/ DOHs/ SE Unit	OS/AD(H)(P)	AE (HQ)/AD(Hq)	SE /DOH, CE for in-situ SE
21	Division / EE unit	AAO	AE(P) / AD(Hort)	

#### 14.23 Weeding out of record:

The broad principle to be followed in weeding records is that no papers which are important or are likely to become important in future, however indirectly, as sources of information on any aspect of history, whether political, military, social economic, etc. or which is or may in future prove to be of biographical or antiquarian interest, shall be destroyed. In the two succeeding paragraphs are enumerated in general way the classes of papers to be preserved or destroyed. The enumeration is by no means exhaustive, it is merely indicative.

Ordinarily the following classes of documents are to be preserved in accordance with the principle enunciated above:-

- (i) Manuscripts of all printed proceedings collections.
- (ii) Originals of legal documents or documents of Legal value.
- (iii) Holograph and Autograph letters and Originals of Minutes of orders of eminent personages or manuscript of notes by them on important matters.
- (iv) Originals of notes recorded on important files which have been circulated by Minister.
- (v) Discussions relating important public services.
- (vi) Papers relating to appointment of Head of Department and Administration policy.
- (vii) Papers containing discussions of important principles of policies.

Ordinarily the following classes of papers may be destroyed:-

- (i) Registers, such as Receipt and Issue Registers, Diaries, spare copy registers, and other registers of ephemeral interest and surplus copies of registers.
- (ii) Printed departmental proceedings volumes when there are more than two copies of them. The bound volumes being retained in preference to the unbound monthly ones.
- (iii) Spare copies of printed papers.
- (iv) Printed A. B or Deposit Proceedings Collections in excess of six copies. Two of the six copies retained shall be reserved as 'historical records' the rest being used for reference in connection with departmental business.
- (v) Local Governments Proceedings Volumes in excess of one copy.
- (vi) Departmental Administration reports in excess of two copies.

The records marked for destruction after weeding by the Departments of origin should be sent to the respective archival heads of the Central and State Governments as the case may be for final disposal. The archival head should scrutinise such records with a view to ascertaining their present and future historical value and provide for the preservation of such records and considered sufficiently important.

List prescribing the period after the expiration of which various records of circle and division offices may be destroyed is at Appendix – VIII.

#### **14.24 Calendar of Returns:**

Each office and each section shall maintain an up to date calendar of return relating to the subjects dealt with in each section so as to ensure timely submission of returns. It shall be the responsibility of head of section to ensure timely submission of return. With progressive computerisation, updation of information directly on the database would ultimately reduce the number of returns to be submitted in hard form. The Calendar of returns to be submitted by the Division is at Appendix- IX.

#### **14.25 Inspection of offices:**

The Executive Engineer is required to inspect each of the Sub-Divisions under his charge once a year. The Divisional Accountant shall accompany the Executive Engineer for the inspection and give his individual opinion in clear terms about the general condition of the accounts maintained in the Sub-Divisions. A copy of the EE's Inspection Report (Form PWD 28) shall be sent to the Superintending Engineer.

The Superintending Engineer shall inspect each of the Divisions in his Circle once a year. The report shall be sent in the prescribed form (PWD 29) to the Chief Engineer. He has also to inspect one Sub-division in each of the Division once a year.

To insure proper upkeep of accounts records, the Director of Audit under whose audit control a particular Division or Sub-Division lies, sends his inspection unit to each Division once a year. He endorses a copy of the report to the next higher authority, which is required to be attended to promptly.

To ensure proper maintenance of service records, speedy disposal of claims and cases, and methodical and systematic functioning of each office, the Director of Administration sends his / her Deputy Directors to inspect the working of the various subordinate offices and suggest improvements in their working, wherever required. A copy of the inspection report is submitted to the Director General of Works for information and action is taken to remove the defects and bottlenecks in the working of such offices.

The Chief Engineers shall also, in the same way, inspect two or three important Divisions under his charge every year.

A certificate that the Divisions have been inspected according to this procedure shall be submitted by the Executive Engineer to the Superintending Engineer and by the Superintending Engineer to the Chief Engineers and the Director General of Works, for incorporating the information in the annual Administration Report of the Central PWD.

**14.26 Compassionate Appointment :**

The compassionate appointment shall be made as per DoPT guidelines/ Directorate's OMs issued from time to time. The chairman of the Compassionate Appointment Board in CPWD is Special DG of the region. Other members of the board will be nominated by Special DG of the region.

## **CHAPTER – 15**

### **USE OF HINDI IN OFFICIAL WORK**

As per the provisions made in Article 343 of the Constitution, Hindi is the official language of the Union of India. According to Article 351 of the Constitution, it is the duty of the Govt. of India to promote and spread the use of Hindi and develop it so that it might serve as a medium of expression for all the elements of the composite culture of India.

**15.2** Section 3(iii) of the Official Language Act,1963 [as amended by the Official Languages (Amendment) Act,1967], lays down that both Hindi and English shall be used in:

- (i) Resolutions, general orders, rules, notifications, administrative or other reports or press communiqués issued or made by the Central Govt. or by a Ministry, Department or Company owned or controlled by the Central Govt. or by any office or such Corporation or Company;
- (ii) Administrative and other reports and official papers laid before the House or the Houses of Parliament; and
- (iii) Contracts and agreements executed and Licences, permits, notices and forms of tenders issued on behalf of the Central Govt. or any Ministry, Department or office thereof or by a Corporation or Company owned or controlled by the Central Govt. or by any office of such Corporation or Company.

**15.3** The Official Languages (use for official purposes of the Union) Rules, 1976 were notified vide the Ministry of Home Affairs, (Deptt. Of Official Language), Notification No.11011/1/73-OL (AI)011 28<sup>th</sup> June,1976.

The salient provisions of these rules were:

- (a) (i) Communication from a Central Govt. office to a State or a Union Territory in Region 'A'(Bihar, Haryana, Himachal Pradesh, Madhya Pradesh, Rajasthan and Uttar Pradesh and the Union Territory of Delhi and A & N Islands) or to

any office (not being a Central Govt. office) or person in such State or Union Territory, shall be in Hindi.

(ii) Communications from a Central Govt. Office to a State or Union Territory in Region 'B' (Gujarat, Maharashtra and Punjab and the Union Territory of Chandigarh) shall ordinarily be in Hindi and, if any communication is issued to any of them in English, it shall be accompanied by a Hindi translation thereof. Communications to any person or to any office (not being a Central Govt. Office) in a State or Union Territory of Region 'B' may be either in Hindi or in English, and

(iii) Communications from a Central Govt. office to any State or Union Territory in Region 'C' or to any office (not being a Central Govt. office) or person in such State shall be in English.

(Rule 3)

(b) Communications between Central Govt. situated in Region 'A' (other than Ministries or Departments), shall be in Hindi.

(Rule 4)

(c) Communications from a Central Govt. office in reply to communications in Hindi shall be in Hindi.

(Rule 5)

(d) Both Hindi and English shall be used for all documents referred to in subsection (3) of section 3 of the Official Language (Amendment) Act, 1967 and it shall be the responsibility of the person signing such documents to ensure that such documents are made, executed, or issued both in Hindi and English.

(Rule 6)

(e) A Central Govt. employee may submit an application, appeal or representation either in Hindi or in English.

(Rule 7)

(f) A Central Govt. employee may record a note or minute on a file either in Hindi or in English without being himself/herself required to furnish a translation thereof, in the other language.

(Rule 8)

(g) All manuals, codes and other procedural literature relating to Central Govt. Offices shall be printed or cyclostyled, as the case may be, and published both in Hindi and English in diglot form. The forms and headings of registers shall be in English and in Hindi and all name plates, sign boards, letter heads and inscriptions on envelopes and other items of stationery, written, printed or inscribed shall be in Hindi and in English.

(Rule 11)

(h) It shall be the responsibility of the Administrative head of each Central Govt. Office to ensure that the provisions of the Act and the rules are properly complied with and to devise suitable and effective check points for the purpose.

(Rule 12)

**15.4.** In addition to the above, both Hindi and English shall be used for:-

- (i) Permanent sign boards in buildings, and committee/conference rooms under the charge of the CPWD.
- (ii) Govt. advertisements meant for all India coverage or for Hindi-speaking areas.
- (iii) Agendas, notices and proceedings of conferences/attended, among other by Ministers and non-officials from Hindi-speaking States and those convened to discuss matters relating to Hindi to which non-official are also invited.

**15.5.** In order to implement the policy of the Central Govt. for the progress made in the implementation in use of Hindi in official work, Official Languages Implementation Committees have been set up to review the progress in the Central Office, CE's Offices as well as in all subordinate offices of the CPWD.

These committees are required to meet at least once every quarter. Proceedings of the meeting of the committees shall be forwarded to the Central Office, CEs' Office, Circle Offices and other Offices as per instructions of the Min. of Home Affairs (Rajbhasha Vibhag).

The functions of the Committees are broadly as under:

- (j) To review the implementation of the Govt. instructions regarding progressive use of Hindi in Official Work and take necessary measures therefor;
- (ii) to review the quarterly progress reports on the progressive use of Hindi in various Offices;
- (iii) to find out, the difficulties, if any, in the implementation of the Govt. instructions for progressive use of Hindi in official work and consider necessary measures to overcome them;
- (iv) to review the progress made in training Govt. employees in Hindi/Hindi typewriting/Hindi Stenography under the Hindi Teaching Scheme; and
- (v) to review the progress made in the use of Hindi for official purposes in their offices. The Chairman himself/herself shall preside over the meetings of committee (Min. Of H.A.) of the Deptt. of O.L. No. 120/0/9/84-O.L.(B.I.) dt.26-5-84

**15.6** It shall be the responsibility of the head of different offices to ensure implementation of various orders regarding use of Hindi in official work and yearly programmes are approved and circulated as stipulated by the Department of official Language Implementation Committee.

Various incentive scheme and competition have been devised for promoting Hindi language in offices. It shall be the responsibility of head of the office to ensure implementation of Official Language Act.

**Para 3.6 (A) (i)**

**DUTIES OF JUNIOR ENGINEERS**

**I. GENERAL**

Junior Engineers are employed on original works; maintenance, planning work and store work on the civil side. On the mechanical and electrical side, they are employed in original works and maintenance works.

As Junior Engineer is the primary element in the executive unit. He is responsible both for the execution of works and maintenance of accounts with which he is concerned.

The duties of the Junior Engineers engaged on original and maintenance works are as below:-

1. To collect engineering data for estimates and prepare rough drawing and site plans connected therewith.
2. To supervise and see that all works under his charge are done according to the specifications drawings, standards laid down and approved samples. He is expected to remain at site throughout in order to see that the works are executed properly in accordance with the requirements. If any work is done by a Contractor below specification it is the duty of the Junior Engineer to bring it at once to the notice of the Assistant Engineer in-charge and also make a note in the site order book.
3. To arrange and issue materials, T&P to contractors /works at the proper time so that there is no obstruction in the execution of work.
4. To keep Government materials, T&P in his custody and care; maintain proper accounts of receipts, issues and balances; arrange adequate watch and ward.
5. (i) To record measurements of work done by the contractor.  
(ii) To take the level of areas where earth work is done and prepare earth work calculation sheets, lead charts, etc.
6. To prepare abstract of measurements at the time of preparation of bills.
7. To prepare the recovery statements for the material/ T&P supplied to contractors, or other services rendered by the department and send them to the S.D.O for effecting recovery.
8. To prepare theoretical consumption statements.
9. To submit progress report of works as may be required by his superiors and to bring to the notice of his immediate superiors hindrances to the execution of work.

10. To maintain the prescribed registers/accounts like cement register; cube register curing register; register of testing of fine aggregate. M.A.S. account site order book, Account of Temporary advances; Imprest Accounts, Stock account; T&P account; standard MBs, etc.
11. To maintain Register of Inspection of Buildings in his section in the prescribed form and to bring to the notice of the superior officers any defects noticed at the time of his inspection. If any building/structure is particularly unsafe, this should be specifically brought to the notice of higher authorities.
12. To prepare completion drawings; extra and substituted items statements; deviation statements; reduction rate statements.
13. To mark the attendance of W.C. and regular staff in the register. To arrange for casual labour required for departmental work. To see that the Work-charged staff is properly and fully employed; to watch the out-turn and performance of the staff and labour engaged under him and to send daily reports as required under the rules.
14. To prepare estimates for additions and alterations in buildings.
15. To prepare estimates for annual repair and special repair works and petty works after collecting data from site.
16. To furnish full details for preparing supplementary estimates, revised estimates.
17. To submit reports of all accidents.
18. To arrange for immediate first aid and further medical aid in case of accidents.
19. To submit occupation and vacation reports of buildings in his charge.
20. To detect/ report and remove unauthorized construction/ encroachments in Government colonies/ Govt land.
21. To verify bills, A.T.D.S. etc.
22. To submit required returns to his superior officers.
23. To maintain drawings of buildings, services etc. under his charge.
24. To initiate action for disposal of surplus/unserviceable materials/T&P/empties etc.
25. To ensure prompt action on complaints received in enquiry officers.

## *II. PLANNING*

1. Preparation and checking of rough cost estimates.  
Preparation and checking of preliminary estimates.  
Preparation and checking of detailed estimates.

- Preparation and checking of revised estimates.
  - Preparation and checking of revised estimates/NITs estimates.
  - Preparation and checking of Designs. Preparation and checking of drawings.
  - Preparation and checking of Schedule of Rates.
  - Preparation and checking of Specifications.
  - Preparation and checking of cost index calculations.
  - Preparation and checking of theoretical consumption of materials.
2. Calculation and checking of plinth areas, floor areas etc. from drawings.
  3. Calculation and preliminary sizes of structural members.
  4. Checking of extra, substituted and deviation item statements.
  5. Checking of survey reports checking of tenders.
  6. Scrutiny of drawing prepared by Architects.
  7. Examination of arbitration cases.
  8. Examination of cases relating to approval of materials.
  9. Examination of cases relating to wages of labour.
  10. Carrying out of survey work of areas for development and preparation of Survey plans.
  11. Custody of Mathematical and survey instruments, tools and plant including their receipt and issue and maintenance of their account.
  12. Custody of Government publications including their receipt, issue and maintenance of their account.
  13. Carrying out Laboratory test on materials such as cement, steel, timber, metal, soil etc.
  14. Carrying out field tests on soils etc.
  15. Assist in carrying out valuation of buildings.
  16. Maintenance of Books and Registers relating to the work done under the A.S.W. /SW concerned.
  17. The duties of Junior Engineers employed on the Stores work are as follows :-
    - (i) To take delivery of materials/ T&P in time, check them and report shortages/breakages to higher authorities.
    - (ii) To be in custody of materials/T&P; to arrange for their proper storage.
    - (iii) To issue materials/T&P.
    - (iv) To maintain proper accounts of materials/ T&P as required.

- (v) To submit accounts/returns as required.
- (vi) To ensure proper watch and ward arrangements for materials/T&P.
- (vii) To mark the attendance of staff under him and to supervise their works.
- (viii) To verify bills of suppliers, A.T.Ds. etc.
- (ix) To initiate action for disposal of surplus/unserviceable materials/T&P.
- (x) Submit reports of thefts/accidents.
- (xi) Maintain proper account of temporary advances and imprest accounts.

The Junior Engineers are not to be employed on any of the following duties :-

- (i) To pass or reject any work done by a contractor.
- (ii) To fill in the rate for various item of work in the abstract. This is the duty of the S.D.O.
- (iii) To authorise any deviations or alterations from or additions to what is included in the contract.
- (iv) To condemn or declare unsafe any building/structure/installation.  
  
He should only inform the occupants of any danger and report the case to higher authorities for orders.
- (v) To reply to audit objections or furnish reports other than those of factual nature concerning his charge but he will assist his superior officers in this work.

### *General*

The above mentioned duties are only illustrative and not exhaustive. A Junior Engineer is expected to assist his superior officers in performance of all those duties which he is to assume on his promotion to the post of Assistant Engineer or Executive Engineer in course of time, and observe and carry out all administrative orders/instructions issued by the Government from time to time.

### *III. ELECTRICAL*

1. Recording of measurements of stores received, items of work on work order/tender etc.
2. Physical custodian of materials at site, T&P.
3. Submission of monthly returns like Form 35C, Form 8, Form 13 & 14 (T&P), abstract of complaints received and attended to, in every month statement of additions and alternations carried out.
4. At least 50 per cent check of complaints attended to, by his subordinates.
5. Physical verification of stores/T&P every six months.
6. Supervision of construction work.
7. Maintenance of Labour Rolls, attendance of staff, etc.
8. In planning office preparation of estimates for various works, collection of plans, details of latest fittings cables item, available in the market. Preparation of circuit diagrams, layout sketches for cable routes, positions of D.Bs. switch boards, etc.

9. Preparation of estimates annual maintenance estimates, estimates for additions/alterations of existing electrical installations estimates for petty new installations.
10. Verification of energy consumption bills received from local Elect. Supply Co., general supervision of Energy meter to see whether they are working satisfactorily.
11. Preparation of electrical bills for various consumers in the buildings/common points etc., and to send them to the respective authorities for enabling them to pay the same.

(Para 12.11)

**FORM OF TRANSFER OF CHARGE REPORT OF JUNIOR ENGINEERS**

Original copy for Sub-division	Duplicate copy for Division	Transfer charge report of	TriPLICATE copy for relieved J.E. Quadruplicate copy for relieving J.E Section Sub-Division			
Name of relieved J.E.		Period for which relieved S.O. held years months				
Date of relieving J.E.		Date of transfer of charges				
S. No	Description	Remarks of Relieving J.E.	Remarks of relieved J.E.	Remarks of Asstt. Engineer	Remarks of Executive Engineer	
1	2	3	4	5	6	

Has the relieving J.E. taken the following documents and transfer papers along with detailed lists after carefully checking the same. If there are any shortage or discrepancies or if any records are not up-to-date, it should be mentioned.

- (i) A true copy of the taking over report of relieved J.E. from his predecessor.
- (ii) A note indicating the jurisdiction of the Section, with list of building indicating which are furnished and which are unfurnished.
- (iii) A statement of all works relating to this Section indicating estimated amounts head of account name of contractors, if any up-to-date progress of Work and other relevant information.
- (iv) Drawing relating to the Section.
- (v) Estimates relating to the Section.
- (vi) Schedule of Contract Works, work orders and supply orders etc.
- (vii) All site order books relating to the Section.
- (viii) Accounts of materials of all works including form 8 or form 35 accounts.
- (ix) All T&P accounts including forms 13, 14 & 15 with original acknowledgements of T & P lent out
- (x) All M.Bs. & S.M.Bs. note Books and level books etc. relating to the Section.
- (xi) Registers of payments of Taxes water bill and electric bills etc.
- (xii) Muster Rolls in use.
- (xiii) Copies of daily progress reports of labour employed on muster rolls.
- (xiv) Particulars of works for which additional items have not yet been submitted with full details of the items.

- (xv) Original acknowledgement of contractors tenants or other persons for articles such as materials T & P and furniture etc. issued to them.
- (xvi) Register of (1) dismantled materials and (2) empty containers etc.
- (xvii) Counter-foils of indents.
- (xviii) Original inventories of furniture in buildings.
- (xix) Tenancy register of buildings.
- (xx) Office copies of occupation and vacation report.
- (xxi) Office copies of issue and return of extra hire furniture.
- (xxii) Personal ledgers of extra hire furniture issued to tenants.
- (xxiii) Inventories of electrical installations and fittings in buildings.
- (xxiv) Register of inspection of buildings.
- (xxv) Complaint register or repairs demand register.
- (xxvi) Register of repairs done to building.
- (xxvii) Acknowledgements obtained from tenants for repairs done.
- (xxviii) Installation and earthing test register.
- (xxix) Attendance register of W.C. Staff.
- (xxx) Register of daily progress of W.C. Staff.
- (xxxi) Register of sanction of local purchase.
- (xxxii) Copies of estimates prepared and submitted by the J.E. and with lists.
- (xxxiii) Statement of all pending payment with reasons for delay.
- (xxxiv) Miscellaneous records files.

NOTE : (a) On each document endorsements 'Handed over' and 'Taken over' should be made and signed with date by the relieved and relieving J.E. respectively, (b) Items (xvii) to (xxii) apply to Civil J.E. and (xxiii) to (xxviii) to Electrical J.Es. only.

2. Has the relieving J.E. taken possession after careful check of all stores, T&P and furniture etc. transferred to him in accordance with the record handed over to him if there are any shortage or discrepancies, a list should be attached along with the explanation of relieved J.E.
3. Has the relieving J.E. inspected the work in progress buildings and area in the section and has got a fair idea to the extent of the charge of this Section.
4. Is there anything special which may have come to the notice of the relieving J.E. during the process of his taking over the charges which he may like to bring to the notice of his Assistant Engineer. If so, he should attach a separate note giving particulars.

5. Encls: ----- Sheets

Signature of relieving Junior  
Engineer

Signature of Relieved Junior  
Engineer.

Date :

Specimen for Offer of Appointment - (Para 14.15)

CENTRAL PUBLIC WORKS DEPARTMENT  
FORM FOR OFFER OF APPOINTMENT

Dated the

MEMORANDUM

Shri/Smt./Km ..... Son/Wife/Daughter ..... of  
..... with Roll No. .... is hereby offered a purely  
temporary appointment as ..... until further orders conferring on him  
no right of confirmation on the following terms and conditions:

1. An initial pay of Rs.....P.M. in the Scale of Rs.....plus usual allowances as admissible.
2. The appointment will take effect from the date he actually joins duty.
3. No travelling allowances will be paid for joining this appointment.
4. The appointment carries with it the liability to serve in any part of India or outside where the C.P.W.D has an organization.
5. His services are liable to be terminated by the Government at any time without assigning any reasons but ordinarily one month notice will be given. If however, he wishes to resign, he will have to submit his resignation and wait for its acceptance by the Government. In case he goes away without its acceptance, he will be treated as having been dismissed from service with a disqualification for future employment under the Central Government.
6. He is required to produce a certificate of character from a 1<sup>st</sup> Class Magistrate or from two Gazetted Officers who are known to him for the last three years but not related to him, before he is allowed to join the appointment.
7. Original certificate and testimonials in support of his qualification, experience and age should be produced before joining duty.
8. If he has been employed anywhere previously he will have to submit a discharge certificate from his last employer.
9. In case it is proved after the acceptance of offer an appointment that he is dismissed employee of the Union or State Government, disqualifying him for future employment under Government or that he has obtained employment by deceit he will be dismissed from service without any remuneration.
10. He is an Indian National.
11. He will not keep two wives at any time throughout his service.
12. His services will be terminated if he is found to be an alcoholic.
13. He will have to take an oath of allegiance to the Constitution of India, at the time of taking up of the appointment.
14. His appointment will be provisional subject to his character and antecedents being verified by the Police authorities and he being declared medically fit.
15. On his assumption of duty, he must apply to the Estate Officer for Government accommodation in the prescribed form (wherever it exists) within a week in order to be eligible to draw House Rent Allowance as admissible under the rules (in the event of such accommodation being not available) failing which no House Rent Allowance will be paid to him.

16. He will have to fill in a declaration of temporary service on joining the department.
17. He will be governed by the Subordinate Services Disciplinary / Control & Appeal Rules etc. as framed by the Government of India from time to time.
18. He will have to give details of his moveable and immovable property within four weeks from the date of his appointment. Similar information will have to be furnished in respect of his family members also.
19. He will not leave the Department on an offer being received from any other department where he might have applied before being nominated here. Also he will not apply direct for any post outside the CPWD.
20. He will have to give his home town declaration within 7 days.
21. Scheduled Caste / Scheduled Tribe candidate will have to furnish a certificate in the prescribed form in support of candidates claim to be belong to a Scheduled Caste / Tribe.
22. His appointment will be governed by the relevant rules and orders of Govt. issued from time to time.
23. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he will be liable to be removed from service and such other action taken as Govt. may deem necessary.
24. If he accepts the offer on the terms given above he should report for duty to the ..... on or before ..... If the candidate fails to report for duty by the prescribed date, the offer will be treated as cancelled.
25. The offer is issued on behalf of the Superintending Engineer. The formal appointment order will be issued on his joining after completing required formalities.

Superintending Engineer  
(Appointing Authority)

To

Shri / Smt./ Kum. ....  
.....

Copy forwarded to :

1. The Executive Engineer/Superintending Engineer.....
2. The Cashier.....

Superintending Engineer

**Specimen for Character Certificate - (Para 14.15 a)**

**CHARACTER CERTIFICATE**

Certified that I have known Shri/Smt./Km..... Son/Wife/Daughter of ..... for the last ..... years ..... months and that to the best of my knowledge and belief he/ she bears reputable character and has no antecedents which render him /her unsuitable for government employment.

Shri/Smt./Km..... is not related to me.

Signature.....  
Designation .....  
Place .....  
Dated .....

**Specimen for Declaration of Marriage - (Para 14.15)**

**DECLARATION OF MARRIAGE**

1. Shri / Smt./Km.....declare as under:
  - (a) that I am unmarried/a widower/a widow.
  - (b) that I am married and have only one wife living.
  - (c ) that I am married and have more than one wife living. Application for grant of exemption is enclosed.
  - (d) that I am married and that during the life time of my spouse, I have contracted another marriage. Application for grant of exemption is enclosed.
  - (e) that I am married and my husband has no other living wife to the best of my knowledge.
  - (f)that I have contracted a marriage with a person who has already one wife or more living. Application for grant of exemption is enclosed.

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to dismissed from service.

Signature.....

**Specimen for Appointment Order - (Para 14.15)**

**APPOINTMENT ORDER**

Shri/Smt./Km.....(Designation of present post to be mentioned, in case of promotion) is appointed as .....in a substantive/temporary officiating capacity with effect from.....until further orders.

Signature.....  
Designation of the Appointing Authority

**Specimen for Oath of Allegiance - (Para 14.15)**

**OATH ALLEGIANCE FOR INDIAN NATIONALS**

I,..... do swear solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established and that I will carry out the duties of my office loyally, honestly and with impartiality.

SO HELP ME GOD

Signature.....

## (Para 14.23)

<b>Prescribed Period for Weeding out</b>		
Item No.	Description of records	Period to be preserved
1	2	3
1.	Advertisement charges sanction to	One year.
2.	Allotments, Applications for modifications of	One year.
3.	Allowances, Sanctions to Sub-divisional and conveyance	One year, after the sanction ceases to operate.
5.	Assumption of charge, Reports regarding	One year.
6.	Attachment of salaries of members of Public Works Department	One year, after the decreased amounts are paid.
7.	Attachment of bills of contractors	One year, after the decreased amounts are paid.
8.	Attendance Registers	One year.
9.	Boiler licences	One year, after the grant of fresh licence.
10.	Camp. List of papers sent to	One year.
11.	Casual leave, Correspondence regarding	One year.
12.	Cheque, Indent for Books	One year.
13.	Cheque, Correspondence regarding dishonouring of	One year.
14.	Civil list	One year.
15.	Contracts, Reports of Sanctioned by Divisional Officers	One year.
16.	Examination, Correspondence regarding	One year.
17.	Fires, Destruction of Building etc. by	One year.
18.	Gate Pass Books	One year.
19.	Inspection Bungalows, Correspondence regarding occupation of	One year.
20.	Insurance, Postal-Fund Correspondence	One year.
21.	Miscellaneous Returns, Register of	One year.
22.	Office Furniture Tents sanction Purchase of	One year.
23.	Order Books	One year.
24.	Peon Books	One year.
25.	Petitions, Unimportant	One year.
26.	Postal and Telegraph Buildings Returns of	One year.
27.	Printing and other contingent charges correspondence regarding	One year.
28.	Receipts for Telegrams and Registered and Insured letters	One year.
29.	Records Carriage of office	One year.
30.	Service Labels (Postage)-Counterfoil of Indent for	One year.
31.	Summons, Service of	One year.
32.	Tour Programmes	One year.

33.	Accounts Book of Dusters, file baskets, waste paper baskets, dak bags etc.	Two years.
34.	Correspondence Book, Station between Divisional and Sub-Divisional officers	Two years.
35.	Furniture-Correspondence regarding supply of	Two years.
36.	Letters issued by Divisional Officers to Treasury Officers fixing the limits up to which Sub-Divisional officers can draw on sub-treasuries	Two years.
37.	Notice calling for tenders	Two years.
38.	Rules for occupation of Govt. Residences	Two years from the date of issue of the new rule.
39.	Sub-Divisional Statement of	Two years.
40.	Telephone-Correspondence regarding	Two years.
41.	Administration Reports	Three years.
42.	Age, Fifty-five Year's Statements	Three years.
43.	Appointments, Sanction to	Three years.
44.	Appropriations and Re-appropriations	Three years.
45.	Bills, Register showing progress in check and payment	Three years.
46.	Budgets (printed)	Three years.
47.	Buildings-Correspondence regarding rents of	Three years.
48.	Buildings-Correspondence regarding hire of	Three years.
49.	Buildings-Correspondence regarding Occupation of rest houses and other	Three years.
50.	Buildings-Register of Addenda and Corrigenda to	Three years.
51.	Cash Orders, Requisitions (Counter-foils)	Three years.
52.	Census Correspondence	Three years.
53.	Certificate of taking over quarters	Three years.
54.	Challans	Three years.
55.	Contractor's complaints and civil audits	Three years.
56.	Contribution Works, Correspondence regarding	Three years.
57.	Criminal charges for inquiry to irrigation Works, etc. Correspondence regarding	Three years.
58.	Divisional Accounts-Correspondence relating to	Three years.
59.	Electric and Water Supply Municipalities to Govt. Buildings, Correspondence regarding	Three years.
60.	Establishment, Temporary, Sanctions to and Correspondence regarding	Three years.
61.	Establishment, increments and fines	Three years.
62.	Establishments Works Sanction to and Correspondence regarding	Three years.
63.	Explosives, Returns of Receipts and issues	Three years.
64.	Explosives, Inspection Report on	Three years.
65.	Famine Correspondences	Three years.

66.	Forms, Accounts	Three years.
67.	Gazette	Three years.
68.	Income-tax, Correspondence and office copies of Statements of	Three years.
69.	Indents for Stationery	Three years.
70.	Indents for forms	Three years.
71.	Indents for Measurement Books	Three years.
72.	Inspection Notes on Works by Superintending and Chief Engineers	Three years.
73.	Inspection Notes of Subordinate and Sub-Divisional officers	Three years.
74.	Invoices of Measurement Books supplied to Divisional officer	Three years.
75.	Leave Application for Correspondence regarding	Three years.
76.	Licence Forms and Toll Tickets	Three years.
77.	Lighting Conductors, Correspondence regarding	Three years.
78.	Municipal Taxes of Government Building Correspondence regarding	Three years.
79.	Control, Correspondence regarding	Three years.
80.	Railway, Receipt and Consignment Memoranda and Correspondence connected therewith	Three years.
81.	Reference Unanswered Lists	Three years.
82.	Rolling stock, Correspondence regarding	Three years.
83.	Routine Matters, General	Three years.
84.	Road Maintenance Reports	Three years.
85.	Stationery Account Books	Three years.
86.	Stores Indent for	Three years.
87.	Tanks, Progress Reports on Restoration Scheme Works	Three years.
88.	Transfer Reports of Divisional Officers	Three years.
89.	Transfer Reports of Sub-Divisional officers	Three years.
90.	Transfer Reports of Superintending Engineers	Three years.
91.	Accidents Reports	Five years.
92.	Budget Detailed Estimates, Office copies sent by Divisional Officers	Five years.
93.	Estimates, Sanctioned and revised for minor works and repairs of all kinds (including the original and revised sanctions and correspondence) and revised sanctioned plans and completion reports connected there with other than final completion plans	Five years.
94.	Heirs, Correspondence regarding payment of Deceased Government servants	Five years.
95.	Inspection, Superintending Engineers Reports of Divisional Officers	Five years.
96.	Inspection Divisional Officers Reports of Sub-Divisional officers	Five years.
97.	Land, Temporary Occupation of	Five years.

98.	Medical Establishment for Projects Correspondence regarding	Five years.
99.	Petitions, Importants	Five years.
100.	Progress Reports, Monthly and Individual	Five years.
101.	Registers of Letter received and issued	Five years.
102.	Warm Clothing, Correspondence regarding	Five years.
103.	Cultivation, Unauthorised-Correspondence regarding	Ten years.
104.	Decision, Creating of and Closing of Section to the Correspondence regarding	Ten years.
105.	Encroachments, Correspondence regarding	Ten years.
106.	Monuments, Correspondence regarding	Ten years.
107.	Note Books	Ten years.
108.	Estimates, Sanctioned and revised for major works (including original and revised sanctions and correspondence) and the plans and completion reports therefor, other than the final completion plans.	Twenty-five years.
109	Acquisition of Building Correspondence regarding	Permanently.
110.	Award Statements, Correspondence regarding Land	Permanently.
111	Building, Correspondence regarding transfer of	Permanently.
112	Buildings Demolition and Sale of	Permanently.
113	Records of Experiments and observations	Permanently.

**MISCELLANEOUS**

114	Architectural remains, Reports on	To be retained permanently if an object interest otherwise to be destroyed after three years.
115	Circular letter of Government of India Accountant General, Superintending Engineers etc.	To be retained as may be desired.
116	Civil Services Regulations	To be sold as waste paper on receipt of new edition or retained.
117	Codes and Manuals	To be sold as waste paper on receipt of editions or retained as long as desired.
118	Distribution Returns, Classified Lists etc.	One copy for each half year to be retained.
119	Establishment, Recommendation Rules of	To be kept as long as the person concerned is in service.
120	Inspection Notes on Works by Divisional officers	Three years after completion of work.
121	Levelling Books	To be destroyed after the work to which they related are completed.
122	Personal Registers	Three years from the date of retirement or death whichever is earlier, of the Government servant concerned.

123	Schedule of Rates and Duties for Different Sorts of Sub-heads of Works	Three years after the new schedule is sanctioned.
124	Suits, Civil against Government	Three years from the date of decisions.
125	Surplus Stores, Printed Lists of	Rates list to be retained.
126	Surveying books	After completion of Work.
127	Temporary Service Declarations	Three years after the Officers services has been dispensed with.
128	Tenders, Unaccepted	To be retained till the inspection of superintending Engineer and Audit.

- NOTES- 1. The documents for permanent records in connection with an original work will be the final complete plans.
2. Any of the foregoing documents may be retained longer than the prescribed period, if it is likely to be of use.
3. The destruction of records is subject to the condition that no. Accounts records may be destroyed without the concurrence of the Accountant General.

<b>STATEMENT SHOWING THE MINIMUM PERIODS FOR WHICH THE ACCOUNT RECORDS PREPARED IN THE CENTRAL PUBLIC WORKS DEPARTMENT ACCOUNT FORMS SHOULD BE PRESERVED</b>				
No. of form	Description	Minimum number of years fixed for preservation		Remarks
		Original of foil	Copy or Copy foil	
1	2	3	4	5
1.	Cash Book Original Copy	20 ..	.. 20	Rule 2 below paragraph 370 of the Audit Manual.
2.	Imprest Cash Account	10	3	
3.	Receipt for payment to Government	..	3	
4.	Treasury Remittance Book	3	..	
5.	Cash Balance Report	3	2	
6.	B.W. Cheque (C. Foil)	..	5	
7.	Indent and Invoice for Stores	10	5	
8.	Abstract of Stock Receipts	5	..	
9.	Register of Stock Receipts/Issues	5	5	
10.	Abstract of Stock Issues	5	..	
11.	Half yearly Balance Return of Stock	5	5	
12.	Half yearly register of stock	5	..	
13.	Account of Receipt of Tools and Plants	5	5	

14.	Accounts of Issues of Tools and Plants	5	5	
15.	Register of Tools and Plant	5	..	
16.	Statement of receipts and balance of road metal	5	5	The period to count from the last day of year of the closing of the estimate for the constructions or repair of the road concerned.
17.	Road metal Rate Book	10	..	
18.	Survey report of stores	..	5	
19.	Sale Account	..	5	
20.	Muster Roll	10	..	
21.	Casual Labour Roll	10	..	
22.	Measurement Book	10	..	The period to count from the date of the completion of works, the measurements of any part of which are recorded in the Measurement Book.
23.	First and final bill	10	5	Or when relating to large projects 5 years after closing of the estimate, whichever is later.
24.	Running Accounts Bills First and final	..	5	
25.	Running Accounts Bills (lumpsum contract)	..	5	
26.	Final Bill (lumpsum contract)	..	5	
27.	Hand Receipt	10	5	Or when relating to large projects 5 years after closing of the estimate whichever is later.
28.	Pay bill of work-charged establishment	35	..	
29.	Indenture for secured advance	10	-	Or when relating to large projects 5 years after closing of estimate whichever is earlier.
32.	Petty works requisition and account	10	..	Do.
33.	Works Abstract A	10	..	Do.
34.	Works Abstract B	10	..	Do.
35.	Detailed statement of materials.	10	..	Do.
36.	Out-turn statement of manufacture	10	..	Or where relating to large projects 5 years after closing of the estimate whichever is earlier.
37.	Report of value and verification of unused materials.	10	..	Do.
38.	Register of clearance of suspense	10	..	Do.

	head materials.			
39.	Register of Works, A.	10	..	After closing of estimate expenditure relating to any part of which is recorded therein.
40.	Works slip (copy)	..	3	After closing of the accounts of work concerned.
41.	Register of Works, B.	10	..	After closing of estimate expenditure relating to any part of which is recorded therein.
42.	Register of manufacture	10	..	Do.
43.	Contractor's ledger	10	..	
44.	Detailed completion Report	..	3	If any copied are returned under any local orders.
45.	Completion statement of works etc	..	3	Do.
46.	Register of revenue, refund of revenue and receipt on Capital and Revenue Accounts.	5	..	
47.	Statement of rents recoverable from pay bills	..	5	Provided none of the balances are outstanding on the date of destruction.
48.	Register of rents, buildings and lands	5	..	
49.	Consolidated Treasury Receipt	..	..	Divisional records in Remittance Book.
50.	Schedule of monthly settlement with treasuries.	..	5	
51.	Register of Cheque Receipt Books	5	..	After date of record of last completed copy foil entered in the register
52.	Transfer Entry order	..	5	After date of record of last completed copy foil entered in the register.
53.	Transfer Entry Book	5	..	
54.	Advice of transfer debit/credit	5	5/5	
55.	Acceptance of transfer Debit/Credit	5	5/5	
56.	Register of transfer awaited	5	..	
57.	Register of sanctions for fixed charges	5	..	
58.	Register of Miscellaneous Sanctions	5	..	From date of completion.
59.	Register of Divisional Accounts Audit objections.	5	..	Do.
60.	Schedule docket	..	..	Divisional record in Works Abstracts.
61.	Schedule for percentage charges	..	..	Divisional record is in Form 63.
62.	Schedule of Works Expenditure (Office Copy).	..	5	

63.	Schedule of Works Expenditure (Fair)	..	..	Divisional record in office copy (Form No. 63).
64.	Schedule of deposit works	..	5	
65.	Schedule of Takavi works	..	5	
66.	Suspense Deposit Register	5	..	Provided none of the balances are outstanding on the date of destruction.
67.	Schedule of purchases	..	..	Divisional record in Suspense Register.
68.	Schedule of purchases (Alternative Form)	..	..	Do.
69.	Schedule of Miscellaneous Public Works Advances.	..	..	Do.
70.	Schedule of London stores	..	..	Following the limit for Suspense Register.
71.	Schedule of debits to stock	..	5	
72.	Stock Account	..	5	
73.	Classified abstract of expenditure	..	..	
74.	Schedule of rent of building and lands	..	..	Divisional record in the Register (Form 49).
75.	Schedule of Debits/Credits to Miscellaneous Heads of accounts.	..	5	
76.	Schedule of remittances	..	5	
76 A	Schedule of Debits/Credits to adjusting account between Central and Provincial Government Schedule of Debits/Credits adjusting account with Railways.	..	5	
77	Schedule of Deposits	..	..	Divisional record in Deposit Register.
78.	Schedule of deposit (Alternative Form)	..	..	
79.	Monthly Accounts	..	5	
80.	Abstract Book	..	..	The use of this form is optional.
81.	Extract from Contractor's Ledger	..	..	Divisional record in Ledger Form 73.
82.	List of accounts submitted to audit	..	5	
83.	Divisional officer's report of Scrutiny of accounts.	..	5	
84.	Register of interest bearing securities	10	..	Counting from the date of completion in all respects.
85.	Account of interest bearing securities	..	..	Divisional record in the Register (Form 85).
90.	Annual certificate of balances	..	5	

91.	Register of measurement books Part I for ordinary book, Part II for standard Mes.	10	..	After completion of the register.
92.	List of monthly Sub-Divisional Accounts	5	..	
93.	Detailed list of Works Abstracts	5	..	
94.	Register of miscellaneous recoveries	5	..	
95.	Memorandum of periodical review of register.	..	..	These memos will be pasted in the respective registers.
96.	Register of destruction of records Permanently	Permanently	..	
97.	Confidential Report of the work and conduct of Divisional Accountants.	..	..	Office copies not to be kept.

**APPENDIX - IX**

**(Para 14.24)**

<b>CALENDAR OF RETURNS TO BE SUBMITTED BY THE DIVISIONAL OFFICERS IN C.P.W.D.</b>			
S.No.	Subject	To be submitted Remarks	
		To	By
1	2	3	4
<b>Monthly Returns</b>			
1.	Particulars of newly recruited or promoted ministerial and drawing staff.	Co-ordination, SE	7 <sup>th</sup> of each month
2.	Death, transfers & dismissal of Govt. Servants who were allottees of Govt. Accommodation.	Director of Estates	Do.
3.	Statement showing total strength of W.C. Establishment.	DG (CPWD)	1st week of each month.
4.	Monthly summary for the cabinet	DG (CPWD)	14th of each month.
5.	Progress Report of CPO works( One crore and above).	Do.	10th of each month.
6.	Progress report of Non CPO work	Do	10th of each month.
7.	Monthly Expenditure returns under all Heads of Account	Do.	3rd of every month.
8.	Expenditure Card	Do	7 <sup>th</sup> of each month
9.	Clearance of outstanding Inspection Reports	Do.	5th of each month.
<b>Quarterly Returns.</b>			
1.	Disposition list of Assistant Engineer, JEs, Ministerial Staff	Co-ordination, SE	1 <sup>st</sup> of April, July, October, January.
2.	Expenditure on salary and other allowances of civilian employees.	SE	7 <sup>th</sup> of April, July, October, January.
3.	Form ER-1 and S.V. consequent on the introduction of Employment Exchange (Compulsory Exchange notification of vacancies) Act, 1959 as on 31st March, 30th June, 30th Sept., and 31st December.	Employment Exchange	30th April, 31st July, 31st October 31st January.
4.	Progress regarding use of Hindi in the work of Govt. Offices.	DG (CPWD).	7 <sup>th</sup> of April, July, October and January.
5.	Status of pending Arbitration cases	CE	15 <sup>th</sup> of April, July, Sept., January.
7.	Report on clearance of arrears. ( CSS, MPSSA,	Do.	15 <sup>th</sup> of April, July,

	Minus Deposit, MPWA, Final Bills, Audit Paras, QA Reports, CTE).		Sept., January.
8.	Progress report of works costing Rs. 100 lakhs and above.	Do.	15 <sup>th</sup> of each quarter.
9.	Regarding Certificate of reconciliation of expenditure in respect of Public Works Grants.	Do.	15 <sup>th</sup> of each quarter.
10.	Return on Court and CAT case.	DG (CPWD)	7 <sup>th</sup> Jan., April, July, October.
11.	Employment of family of Govt. Servant in foreign missions and organisations in India.	Do	7 <sup>th</sup> Jan., April, July, October.
12.	Employment of the family of a Govt. Servant in foreign missions and organisations abroad (when the Officer is posted in India).	Do.	Do.
<i>Half Yearly</i>			
1.	Half Yearly return of employees retiring in next six months.	DG (CPWD)	8 <sup>th</sup> Jan., 8 <sup>th</sup> July.
2.	Return of Workload	Do.	30 <sup>th</sup> April, 31 <sup>st</sup> October.
<i>Annual Returns</i>			
1.	Census of Government Employees-Distribution according to pay range-Annual return as on 31 <sup>st</sup> March.	Emp. Exchange	30 <sup>th</sup> April.
2.	Annual Return showing the total number of Govt. servants and the numbers of S/C & S/T amongst them as on 1 <sup>st</sup> January.	Do.	30 <sup>th</sup> April.
3.	Annual statement showing the number of persons subscribing to Group Insurance.	P&AO	30 <sup>th</sup> April.
4.	Annual Statistical return of W.C.	Do.	4 <sup>th</sup> April.
5.	Revised Budget for current year and schedule of demand for ensuing year.	Do.	10 <sup>th</sup> August.
6.	Budget estimate for works and establishment	Do.	15 <sup>th</sup> Dec.
7.	Final statement of excess and saving	Do.	20 <sup>th</sup> Feb.
8.	Proposal for new items relating to establishments and works.	Do.	25 <sup>th</sup> June.
9.	Appropriation account under all heads of account	Do.	1 <sup>st</sup> week of June
10.	No. Of Central Govt. servants covered under C.G.H.S.	Do.	15 <sup>th</sup> October.