

Induction Material for C.P.W.D.

Induction Material for C.P.W.D. has been prepared in terms of provisions of para 157 of the Manual of office procedure for Ministries/Departments. Every Ministry/Department is required to prepare the Induction Material for use of Officers/Staff of the department and for convenience of the administrative Ministry and other Ministries/Departments in making inter-departmental references.

The Induction Material includes details about the Functions, Organizational Structure, Regional jurisdictions and organization at Headquarters. It also indicates all the units for head quarter functions and the distribution of works between various units at C.P.W.D. headquarter along with names, room nos. and telephone nos. of the concerned officers.

The Induction Materials in respect of Central P.W.D. was prepared for the first time in 1998 and revised in 2002, which has now been up-dated.

Dated: 8.7.2009

(D.C.Goel)
Director (S&D)

ROLE OF CPWD

CPWD is the premier construction agency of the Government of India and plays a pivotal role in the construction programme of Government projects. Its activities are spread throughout the length and breadth of the country. It also undertakes the projects of Autonomous Bodies and Public Sector Undertakings as Deposit Works.

Besides being the construction agency of the Government, it performs a regulatory function in setting the pace and programmes for the building industry in the country. The DG, CPWD also functions as Technical Advisor to the Government of India.

CPWD executes projects on turnkey basis including all the services viz. water supply, sewerage, roads, electrical, air-conditioning, fire fighting etc. Expertise in all fields of building construction namely Architecture, Civil Engineering, Structural Engineering, Electrical and Mechanical Engineering and Horticulture are available under one umbrella.

The department takes upon itself full responsibility for planning designing, estimation, evaluation of bids, finalization of contracts, defending arbitration and court cases.

Once the work is entrusted to CPWD, the client is relieved of the responsibilities of preparing plans, estimates, appointing contractors, arranging materials, resolving disputes with the contractors, arbitration, court cases etc. The department provides comprehensive building construction management services and the project becomes the responsibility of the department.

ORGANISATIONAL STRUCTURE

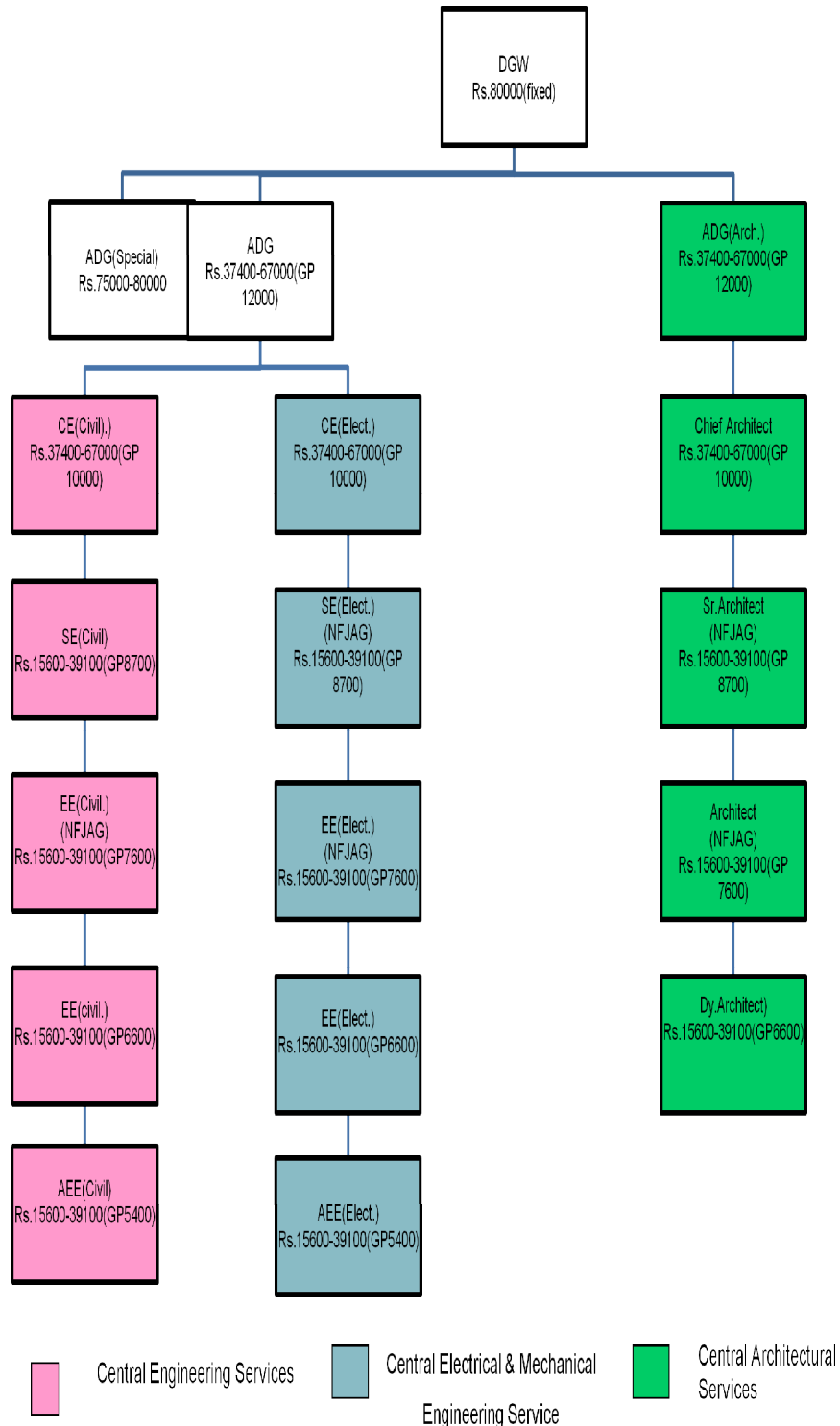
Central P.W.D. is executing works across length and breadth of the country. There are seven Regions, namely; New Delhi Region, Delhi Region, PWD Region, North Region, South Region, East Region and West Region which are headed by Addl. Director General/Engineer-in-Chief apart from dedicated unit of Additional Director General (Border), which is looking after border fencing, road and lighting works along Indo-Pak and Indo-Bangladesh borders. Regions are an independent unit in the matters of execution of works and Chief Engineer Civil, Electrical and Chief Architect of the Region report to the Regional head i.e. Additional Director General.

ADG (Arch) is assisting the Director General (Works) at the headquarters in Architectural Planning and designing of projects. ADG (Trg.) is in charge of Training activity in CPWD. ADG(S&P) and ADG (TD), are incharge of New Delhi Region and Delhi Region respectively. They are also discharging Headquarters functions relating to administrative, personnel matters, technical policies etc.

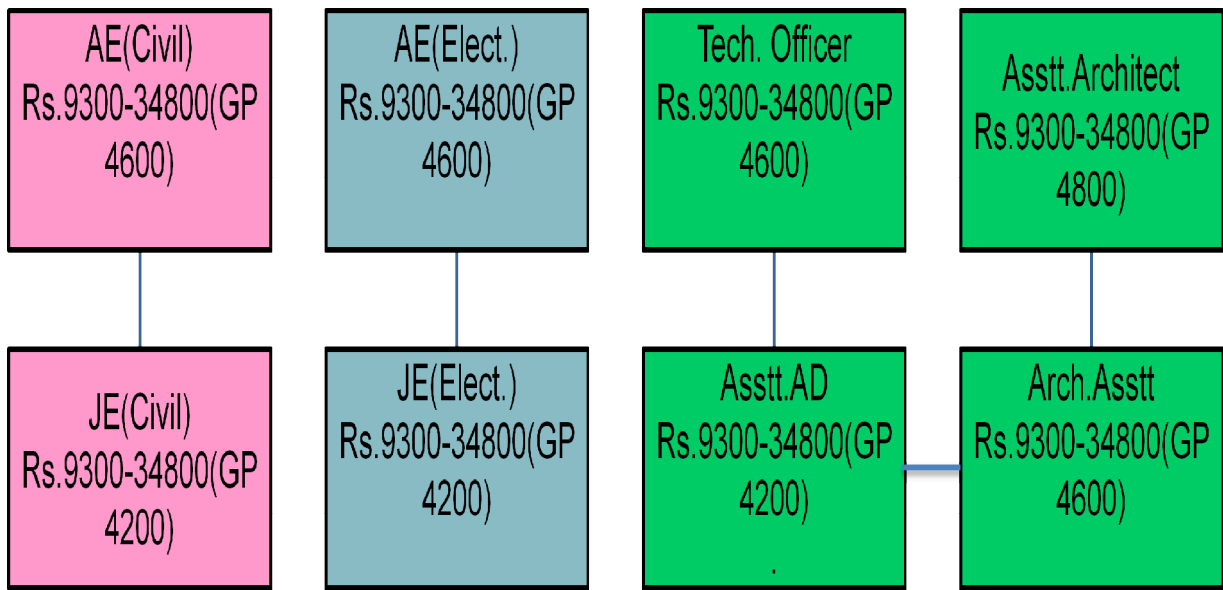
JURISDICTION OF REGIONS

Region	Headquarter	Jurisdiction
New Delhi	New Delhi	Areas covered by the Municipal limit of NDMC. Mostly areas having offices & residences of VIPs & VVIPs in Central Delhi, three Central Govt. hospitals, Supreme Court etc.
Delhi	New Delhi	Delhi, except areas covered by New Delhi Region.
PWD	New Delhi	Works of GNCTD in National Capital Territory of Delhi
Northern	New Delhi	Punjab, Haryana, H.P., Utranchal, J&K, U.P., Rajasthan & U.T. of Chandigarh
Western	Mumbai	Maharashtra, Gujrat, Goa, M.P., & U.T. of Dadra & Nagar Haveli, Chathisgarh
Eastern	kolkata	W.Bengal, Bihar, Jharkhand, Orissa, Sikkim, and North Eastern States.
Southern	Chennai	Tamilnadu, Andhra Pradesh, Kerala, Karnataka, U.T. of Pondicherry, Lakshwadeep, and Minicoy & Andman & Nicobar Island.
Common Wealth Games	New Delhi	All works of sports authority of India for Commonwealth Games 2010 at New Delhi.

ORGANISED GROUP 'A' SERVICES



Subordinate Engineering and Architect Service



Central Engineering Service



Central Electrical & Mech Engg Service



Central Architect Service

HORTICULTURE SERVICES

DDG(H)
Rs. 37400-67000(GP 10000)

Director(Hort.)
Rs. 37400-67000(GP 8700)

Dy. Director(H)
Rs. 15600-39100(GP 6600)

Asst. Director(H)
Rs. 9300-34800(GP 4600)

S.O (H)
Rs. 9300-34800(GP 4200)

INDEX

S. No	Unit in the Directorate	Subjects being dealt
1	EC I Section	Appointment, promotion & Transfer cases of Group 'A' Engineers
2	EC II Section	Personal matter of Group A Engineers
3	EC III Section	Promotions cases of JE, Inter Regional Transfer & all kind of service matter of AEs.
4	EC IV (M) Section	All matters of CSS cadre staff
5	EC IV (S) Section	Subordinate cadre matters
6	EC-V Section	Cadre matter of Asstt. Arch, Asstt(AD), Arch. Asstt. Tech Officer, SO(Hort), AD(Hort), Ferro printer & Drawing staff.
7	EC VI Section	All service mater of JEs
8	EC VII Section	PG cases and compassionate appoint of sub. Staff
9	EC VIII Section	Court cases Group 'A'
10	EC IX Section	All service matters of Group 'A' Arch. & Hort.
11	EC X Section	All court cases/Union maters & other Misc matters of work charged staff
12	Director (S&D)	System, Development, Recruitment Rules, cadre matters & Parliament Questions
13	Confidential Report Cell	Custodian of CR dossier.
14	Central Registry	Receipt & Dispatch of the dak
15	General Section	Procurement of office stationary & other matters.
16	Cash Section	Salary matters.
17	Monitoring Section	VIP/PMO Ref. pertaining to works.
18	Budget Section	All budget matters
19	DW(P&WA) Units W-I	Works including land of all the Ministerial Deptt.
20	W-II	Creation/abolition/diversion of Gazetted Engg. Post and division/circles.
21	DW(PM)Unit	Project (Cost Rs. 20 crores) monitors
22	Vigilance Investigation Units.	All vigilance enquiries
23	Disciplinary Units	Issues of vigilance clearance except W.C Staff
24	Inquiry Units	Misc complaints, individual complaints, report of CVC
25	Quality Assurance Unit (Core Wing)	Inspection of work costing more than SEs power
26	Contract & Manual Unit	Contract procedures, CPWD Manual Vol-II
27	Standards & Specifications Unit	Preparation of specifications, analysis of rates and schedule of rates.
28	Techno Legal Cell	Challenging the arbitration awards
29	CSO	Provide consultancy services of Civil Engg. to Govt. bodies.
30	C.D.O Unit	Designs of large projects and structures of complex
31	Computer cell(CDO)	Work management systems, Lan-net-working, estimates & Tender documents etc.
33	Senior Architect (HQ) I	Preparation & processing of all land cases, liasoning with M/o UD and L&DO, LBZ related policy, scanning & preservation of record of Rs. 30 crores & above.
34	Senior Architect (HQ) II	All landscape work, all space standards, parking and building byelaws, work on energy efficiency, rain water harvesting. Listing of private arch.
35	Senior Architect (HQ) III	Paramilitary work, liasoning with client department

EC-I Section

Subjects being dealt with:-

- Cadre matter of CES Group 'A' CE&MES Group 'A'.
- Appointment of Asstt. Executive Engineers (Civil & Elect.)
- Maintenance of Seniority in the grade of EEs (Civil & Elect.)/SEs(Civil & Elect.) and CEs (Civil & Elect.).
- Promotion to the grade of EEs (Civil & Elect.), SEs (Civil & Elect.), CEs (Civil & Elect.)/ ADGs (W) and DG(W).
- Posting/transfers in the grade of EEs (Civil & Elect.)
- Deputation/Foreign Assignments of EEs/SEs/CEs.
- Submission of Half Yearly return regarding threshold analysis and Cadre structure of Group 'A'; Central Services.
- Grant of Second financial upgradation under ACP Scheme to the JEs/AEs (Civil & Elect.) on completion of 24 years of regular service in the grade.

List of Guard files maintained:-

- Rosters
- Postings/Transfer Cards/Registers
- Seniority Lists
- Recruitment Rules

Section Officer	Dy. Director	Chief Engineer (P&S)
Shri S.K.Chaddha Room No. 139-A Tele No. 23060715 EPBX 3070 & 2032	Sh. L.R.Gupta Room No 124-A, Tel. no. 23062849 EPBX 2109	Shri A.P.Singh Room No. 204-A Tele No. 23063758 EPBX 2081
For RTI Matters	PIO	Appellate authority

EC-II Section

Subject being dealt :-

- Pay fixation, pay anomaly, stepping up of pay, all advances and reimbursement, GPF withdrawal, Central Government Health Scheme (CGHS) matters. Periodical Annual Increments, Counting of Past Service under Rule 26 of CSS (Pension) Rules 1972, All Types of leaves including EOL, Study leave under CCS(Leave) Rules 1972, maintenance of service books, interest on Delayed Payment of Gratuity under Rule 68 of CCS(Pension) Rule 1972, Commercial Employment under Rule 10 of CCS(Pension) Rule 1972, Acquisition and Disposition of Moveable and Immovable Properties under Rule 18 of CCS(Conduct) Rule 1964, Gift under Rule 13 of CCS(Conduct) Rules 1964, Making Draft Reply of Parliament Questions, NOC for visiting Abroad, Vigilance Clearance Certificate, PG cases etc.
- Administrative Disciplinary Cases: Call for Report/Enquiry report and examination thereafter, Explanation memos, Statement of Imputation of Misconduct, List of Documents/Witnesses, Initiation of Disciplinary Proceedings, Issuance of Charge sheet, Taking advice of UPSC, CVC, Ministry of Law and DOPT, Imposition of Minor/Major penalty under Rule 15 & 16 of CCS(CCA) Rules 1965, conclusion of proceedings etc.
- Retirement Cases: Cases of retirements on Superannuation/pre-mature retirement/technical resignation, preparation of pension papers which includes NOC form difference offices, Pension calculation sheet, Leave Salary Orders, Insurance Order etc 16.4.09

Section Officer	DD(A)	CE(P&S)
Shri Om Prakash Room No. 140 Tele No: 23061509 EPBX: 2090	Sh. L.R.Gupta Room No 124-A, Tel. no. 23062849 EPBX 2109	Shri A.P.Singh Room No. 203 Tele No: 23063758 EPBX:2081
For RTI Matters	PIO	Appellate authority

EC-III Section

Subject being dealt :-

- Inter-Regional Transfer/posting in the grade of Assistant Engineer (Civil & Electrical)
- Promotion from JE to AE(Civil).
- Promotion from JE to AE(Electrical).
- All service matters to AEs working under Chief Engineer (vigilance) and O/o.DDG, i.e. leave sanctioning, increments, GPF advance/withdrawal, vehicle advance, TA, Pension cases etc.
- All kinds of service matter cases.
- Court cases.
- Disciplinary proceedings (administrative).
- Public Grievances Cases.
- Parliament cases.
- Periodical Reports and returns
- Deputation & permanent absorption.
- Vigilance clearance.
- Association Matters.
- Incentive for higher qualification.
- Exemption from passing the Department Exam (A/cs.)
- 2nd ACP of AE (Civil & Elect).
- RTI Cases.

List of guard files maintained :-

- Deputation Guard file.
- Rosters.
- Recruitment rules.
- Seniority List.
- Miscellaneous circular Guard Files.

Section Officer	Deputy Director	Deputy Secretary
Shri Santosh Kumar Room No. 139-A, Tele: 23061509 Extn.2108	Shri Manish Bajjal Room No.123-A, Tele: 23062922 Extn.2065	Shri Diwan Chand Room No.125-A, Tele: 23061128 Extn.2114
For RTI Matters	PIO	Appellate authority

EC.IV(MC) SECTION

Subject being dealt :

- Transfer/Posting of Secretarial Class-IV/LDCs./UDC.s/Stenographers/all other CSS/CSSS/CSCS officials.
- Pay fixation/increment of Class-IV/LDC.s/UDC.s/Stenographers/all other CSS/CSSS/CSCS officials.
- Maintenance of leave A/c. in respect of Class-IV/LDC.s/UDC.s/Stenographers/all other CSS/CSSS/CSCS officials.
- Redistribution of CSS/CSCS cadre in zonal offices in Delhi/Outside Delhi.
- Court Cases/Disciplinary cases of Class-IV Staffs/LDC.s/UDC.s/Stenographers/all other CSS/CSSS/CSCS officials.
- Maintenance of LTC, medical reimbursement of Class-IV/LDC.s/UDC.s//Stenographers/ all other CSS/CSSS/CSCS officials.
- Sanction of honorarium/HBA/tuition fees/car, scooter, festival advances/GPF Advance of Class-IV Staffs/LDC.s/UDC.s/Stenographers/all other CSS/CSSS/CSCS officials.
- Maintenance of Confidential Reports of LDC.s/UDC.s/Assistants/Stenographers/ all other CSS/CSSS/CSCS officials.
- Posting of LDC.s/UDC.s on Saturdays/Sundays/Holidays duties in the Central Offices of DG(W), CPWD.
- Forwarding officials of CSS/CSSS/CSCS of this Directorate for ISTM training and other trainings.
- Preparation of retirement benefits of Class-IV Staffs/LDC.s/UDC.s/Stenographers/all other CSS/CSSS/CSCS officials.
- Posting of LDC.s/UDC.s of CSS/CSCS on CBI duties.
- Issuance/Cancellation of CGHS Cards, Approval of Medical Tests, Sanction/Reimbursement of medical claims of Class-IV Staffs/LDC.s/UDC.s/Stenographers/all other CSS/CSSS/CSCS officials.
- Maintenance of Seniority list in the grade of Safaiwala, Farash, Messenger of CPWD Cadre.
- Preparation of Pension, Death Cum Retirement Gratuity(DCRG) of Class-IV Staffs/LDC.s/UDC.s/Stenographers/all other CSS/CSSS/CSCS officials.

List of guard files maintained :-

- Rosters.
- Recruitment Rules.
- Transfer/Posting files.
- CR Dossier of CSS/CSSS/CSCS cadre (Non-Gazetted).

SECTION OFFICER	DEPUTY DIRECTOR	DIRECTOR OF ADMN.
SHRI A.K. SAH ROOM NO. 107 TELE.NO. 23061693.	SHRI T.R. PRASAD ROOM NO. 124 TELE.NO. 23062811.	SHRI D.K. SHARMA ROOM NO. 106 TELE.NO. 23061964.
For RTI Matters	PIO	Appellate authority

EC-IV(SC) SECTION

Subject being dealt :

- Cadre matter of Ministerial subordinate staff which includes LDC, UDC, Head Clerk, Office Superintendent, Stenographer Grade-III to Grade-I and allied matters related these posts.
- Promotion/Transfer/Posting of Office Superintendent Grade-II & Grade-I for which DG(W) is the appointing authority.
- Promotion of Asstt. Director (OL) of Sub-cadre of CPWD for which DG(W) is the appointing authority.
- Promotion of Stenographer Grade-I for which DG(W) is the appointing authority.
- Maintenance of roster for Office Supdt. Grade-I, Grade-II & Stenographer Grade-I.
- Preparation of seniority list of Office Supdt. Grade-II & I, Stenographer Grade-I & II, Junior Hindi Translator/Senior Hindi Translator/AD(OL) in all India basis.
- Service matter of F.O.s, F.A.s, Divisional Accountant, Labour Officers, Medical Officer, Librarian, Accountant, Staff Car Drivers, Gestetner Operator, Scooter Messenger.
- Service & Establishment matter of Canteen Staff of CPWD.
- Court cases related to all the posts mentioned above.
- Inter-regional transfer of LDCs, UDC & Stenos.
- Appointment of Authorized Medical Attendant for staff working in DGW.
- Establishment matter of all categories of Ministerial Staff of subordinate cadre working on the rolls of DG(W).

SECTION OFFICER	DEPUTY DIRECTOR (ADMN.)	DIRECTOR OF ADMN
Shri R.K.Johar Room No.109-A, Tele No. 23061501 EBPX No.2121	Shri T.R. Prasad Room No.124 Tele No.23062811 EPBX No.2055	Shri D.K. Sharma, Room No.106-A, Tele No.23061964 EPBX No.2086
For RTI Matters	PIO	Appellate authority

EC – V Section

Subject being dealt

- Administrative matter relating to Section Officer (Hort.) and Assistant Director (Hort.)
- Administrative matter relating to Assistant Architect, Architectural Assistant, Technical Officer and Assistant (Architectural Department).
- Administrative matter relating to the post of Dqnan Gr. I, II, III (Civil & Electrical), Ferro Printer and Chief Estimator (Civil & Electrical) .
- All PG Cases relating to staff of works charged and regular classified categories.
- All Court cases in respect of work charged staff (Individual) and regular classified.
- Union matters, ID relating to work charged staff (Individual) & regular classified staff and Inter regional transfer of work charged staff and regular classified staff.
- RTI Matters relating to all posts mentioned above.

SECTION OFFICER	DEPUTY DIRECTOR	DIRECTOR OF ADMN.
Shri Anil Gairola Room No. 107Aq TELE.NO. 23061693.	Shri ROOM NO. 124-Aq TELE.NO. 23062811	Shri D.K.SHARMA ROOM NO. 106Aq TELE.NO. 23061964.
For RTI Matters	PIO	Appellate authority

EC-VI Section

Subject being dealt:-

- Appointment /Recruitment /Allocation of Junior Engineers (Civil & Electrical)
- Inter-Regional transfer, Transfer/posting policy and complaints/VIP reference received in connection with transfer/posting of Junior Engineer (Civil & Electrical).
- Unit-wise distribution of Sanctioned Strength of Junior Engineers(Civil & Electrical).
- All matters relating to CPWD JEs Association.
- Clarification and information asked by Zonal/Circle Offices regarding pay fixation/compassionate appointment/ Medical Claim/ HBA and other administrative cases in respect of Junior Engineers (Civil & Electrical).
- Representation of Junior Engineers (Civil & Electrical) in administrative /cadre matters.
- Court case relating to apprenticeship training in respect of Junior Engineers (Civil & Electrical).
- Maintenance of seniority/cases relating to seniority in respect of Junior Engineers (Civil & Electrical)
- Maintenance of reservation roster in respect of Junior Engineers (Civil & Electrical).
- HBA cases advance etc. in respect of CDO, CSQ etc. where powers of Head of Department have not been delegated in respect of Junior Engineers (Civil & Electrical).
- Complaint/disciplinary cases in respect of Junior Engineers (Civil & Electrical).
- Obtaining vigilance clearance required in various matters in respect of Junior Engineers (Civil & Electrical).
- Deputation of Junior Engineers (Civil & Electrical) to other departments/organization.
- Matters pertaining to grant of pensionary benefits and verification of past service in respect of Junior Engineers (Civil & Electrical).
- Guard file maintained relating to cadre/Administrative matters.
- VIP references, Court cases and Parliament Questions on the above subject.
- RTI Cases.

Section Officer	Deputy Director	Deputy Secretary
Shri Nithali Ram, Room No. 109-A, Extn.2064	Shri Suresh Chandra Room No.123-A, Tele: 23062922 Extn.2065	Shri Diwan Chand Room No.125-A, Tele: 23061128 Extn.2114
For RTI Matters	PIO	Appellate authority

EC-VII Section

Subject being dealt :

- 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 SCs, STs, OBCs.

Section Officer Shri G A Raghuvanshi Room No. 139-A, Extn.2138	Deputy Director Shri Suresh Chandra Room No.123-A, Tele: 23062922 Extn.2065	Deputy Secretary Shri Diwan Chand Room No.125-A, Tele: 23061128 Extn.2114
For RTI Matters	PIO	Appellate authority

EC-VIII Section

Subject being dealt with:-

- All court cases relating to Group 'A' Civil & Electrical disciplines.
- Monthly/Quarterly report/returns in respect of court cases.
List of Guard files maintained:-
- Instructions regarding procedures to be followed for dealing with Court cases, Counsels fee etc.
- Copies of Courts Judgments/Orders.

Section Officer	Dy. Director	Chief Engineer (P&S)
Shri R.K.Sharma Room No. 139-A Tele No. 23010715 EPBX No. 2032 & 3070	Sh. L.R.Gupta Room No 124-A, Tel. no. 23062849 EPBX 2109	Shri A.P. Singh Room No. 204-A Tele No. 23013758 EPBX 2081
For RTI Matters	PIO	Appellate authority

EC-IX Section

Subject being dealt :

- Cadre matter of Architectural and Horticulture wing of Class-I
- Transfer/posting of Architectural and Horticulture wing of Class-I
- Personnel case of Architectural and Horticulture wing of Class-I
- Deputation cases of Architectural and Horticulture wing of Class-I
- Court cases of Architectural and Horticulture wing of Class-I
- Grant of 2nd ACP in the pay scale of Rs. 10000-15200 (Pre-revised) and above to Architectural and Horticulture officers.

Section Officer	Deputy Director of Admn.	Director of Admn.
Sh. J.L.Arora Room no. Tel. No. 23022228 EPBX 2109	Sh. L.R.Gupta Room No 124-A, Tel. no. 23062849 EPBX 2109	Sh. A.P.Singh, Room No. 201-A Tel. No.23063758 EPBX 2081
For RTI Matters	PIO	Appellate authority

(EC.X SECTION)

Subject being dealt :

- All policy matters relating to Work-charged staff of CPWD and cases related to such issues which include creation of posts, Recruitment Rules, Wages, Over time wages, Liveries, Union matter, Allowances, ACP Scheme etc.
- Regularization of Daily-rated workers, processing proposal for seeking relaxation in recruitment rules for the purpose of regularization of the daily-rated workers.
- All matters relating to recognized Unions representing the Work-charged staff of CPWD demonstrations, strike, Recruitment Rules, Wages, Liveries, Uniforms, Allowances, ACP Scheme, regularization of Casual workers/ Contract workers etc.
- Public Grievances & Policy matters cases relating to GPF, Pensionary benefits and Non-payment of wages, regularisation of casual workers etc.
- JCM Matters, processing the proposal relating to the demands of the CPWD workers like payment of Hospital Patient Care Allowance, Risk Allowance, Night Duty Allowance, Verification of Unions/ Associations under CCS (RSA) Rules, 1993 etc.
- Arbitration Award cases of work-charged employees.
- Court Cases filed by the Departmental workers/Casual/daily-rated workers/Contract Labour in Regional Labour Commissioner's Office, Central Govt. Industrial Tribunal-cum-Labour Court/High Court/Supreme Court etc.
- Cases filed by the individual workers/contract Labour in the Labour Court/CAT/High Court.
- Clarification relating to Implementation of ACP Scheme to Work-charged Establishment of CPWD.
- Clarification relating to payment of gratuity to the Casual/ daily-rated workers, under payment of Gratuity Act, 1972.
- Information sought under RTI Act, 2005, relating to this Section.
- References received through M.P. / PMO/ President Secretariat's Office, regarding regularisation of Casual/ daily-rated workers /Contract labours of CPWD, ACP Scheme, etc.
- Submission of Miscellaneous Report>Returns/Parliament Questions etc. in respect of Work-charged Establishment.

List of Guard Files maintained :-

- Recruitment Rules
- Wages
- Overtime wages
- Liveries
- Holidays
- Union matters
- Regularization of Casual workers
- Allowances
- Creation of posts.
- Leave/Rest.

Section Officer (EC.X)	Dy. Director	Director of Administration
Shri R.S. BIST Room No. 141-A wing, Phone : 23061504	Sh. T.R.Prasad Room No.139 A Tel.No.23010715 EPABX- 2032 & 3070	Shri D.K. SHARMA Room No. 106- A wing, Phone No. 23061964.
For RTI Matters	PIO	Appellate authority

DIRECTOR (S&D)

Subjects being dealt.

A. System:

- Management study of CPWD.
- Cadre Review proposals of Engineering, Architectural, Horticultural & other Cadres.
- Restructuring/Reorganization of Department.
- Central Pay Commission recommendations
- Restructuring for Group B & C Cadres
- Organization and Productivity Studies.
- General co-ordination work relating to System & Development but excluding matters pertaining to Administration
- WTO matters

B. Development

- Annual Action Plan of CPWD/Min. of UD&PA.
- Annual Report of CPWD/Ministry of UD&PA
- Celebration of CPWD day
- Projection of departmental activities at different forums.
- Scientific Committees, boards/governing Councils of various PSUs having DG(W) or ADG as their member.
- Recruitment Rules of all disciplines of engineering and subordinate cadre.
- Induction material for CPWD
- SIU Studies
- Issues pertaining to Expenditure Reform Commission , Administrative Reform Commission

C. Parliament Questions

- Sending reply to **Parliament Questions relating to CPWD.**

Section Officer	EE(S&D)	Director (S&D)
Shri Sadhana Baul Room No. 114-A Tele N o. 23063027 EPBX: 3100	Shri K.S.Gaur Room No. 111-A Tele N o. 23063027 EPBX: 3100	Shri D.C.Goel Room No. 108-A Tele No. 30161911 EPBX 2105
For RTI Matters	PIO	Appellate authority

CONFIDENTIAL REPORT CELL

Subject being dealt:-

- Custodian of the maintenance of the Annual Confidential Reports in respect of :-

AEs(Civil) and (Elect.)
EEs (Civil) and (Elect.)
SEs (Civil) and (Elect.)
CEs (Civil) and (Elect.)
ADGs
Technical Officers
Architectural Asstts. (AD)
Assistant Architect
Deputy Architects
Architects
Sr. Architects
Chief Architects
ADG (Arch.)
Asstt. Director (Hort.)
Director/Dy. Directors (Hort.)
DDG (Hort.)
- Communication of adverse remarks and processing representation of expunging the adverse remarks.
- Issue of reminders to the officers whose confidential reports are awaited.
- Issue of CR dossiers to the Administrative Sections of the DG(W) in respect of promotion/ACP/confirmations etc..
- Issue of CR dossiers to Vigilance Sec. for clearance of Vigilance cases.
- Issue of Gist of CRs for various administrative purposes.

List of Guard Files and Registers

- (1) Guard file for General circulars.
- (2) Guard file regarding issue of instructions in r/o Confidential reports.
- (3) Maintenance of Registers in all the grades showing availability of CRs and awaited periods

Section Officer	Dy. Director	CE (P&S)
Sh Radhey Shyam Room.No.142 A Tel.No.23022228 EPBX-2043	Sh. T.R. Prasad Room No.139 A Tel.No.23010715 EPABX- 2032 & 3070	Sh. A.P.Singh RoomNo.202A Tel.No.23018772 EPABX--2081
For RTI Matters	PIO	Appellate authority

CENTRAL REGISTRY

Subject being dealt :-

Receipt and Dispatch of the Dak from outside offices including Regd. Letters, Speed Post, Court Cases etc. after marking for the concerned Section, the Dak is distributed to all concerned. Issue of Postal Dak to various Zones/Circles/Divisions of CPWD.

Proper upkeep of building the night duty clerk is responsible for general cleaning of the building and other works relating to issue of speed post telegrams, other important letters received after office hours.

Section Officer	Dy. Secretary	Director of Admn.
Sh. R.C.Beniwal Room.No.138 A Tel.No.23062482 EPBX -2048	Sh. T.R.Prasad Room No.124 A Tel.No.23062811 EPBX . 2055	Sh. D.K.Sharma Room No.106 A Tel.No.23061964 EPBX-2086
For RTI Matters	PIO	Appellate authority

GENERAL SECTION

Subject being dealt

- Proposals of Hiring of office accommodation received from Zones/Circle/Divisions processed and conveying of sanctions after approval of DG(W).
- Functioning of CPWD Departmental Canteen and Telephone exchange.
- Reorganisation of office accommodation.
- Installation of office/residential telephone in r/o Central Office and various Circle/Division including timely payment of bill to MTNL.
- Procurement of office stationery.
- Procurement of office equipment including maintenance thereof i.e. Photocopiers, Computers, Furniture etc.
- Procurement of Publication.
- Reimbursement of newspaper bills.
- Procurement & issue of winter/summer uniforms for Group 'C' & 'D' employees.
- Issue of CGHS Cards, invitation cards for Republic Day & Independence Day.
- Preparation of CPWD Telephone Directory.
- Issue of Report>Returns.
- Issue of Photo Passes for CPWD Officers/Officials.
- Modernization of Central Office of DG(W).
- RTI Cases of above subject.
- Preparation of Rubber Stamps & Name Plates.
- Washing of official Towels etc.

Section Officer	Deputy Director of Admn.	Director of Admn.
Sh. R.C. Beniwal, Room no.138-A, Tel. No. 23062462 EPBX 2048	Sh. T.R. Prasad, Room No 124-A, Tel. no. 23062811 EPBX 2055	Sh. D.K. Sharma, Room No. 106-A, Tel. No.23061964 EPBX 2086
For RTI Matters	PIO	Appellate authority

CASH SECTION

Subject being dealt :-

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, depositing of telephone bills, getting cheques from Pay & Account Office and disbursement of cheques/cash, collecting cash from State Bank of India, daily tallying of Cash Book.

Section Officer	Deputy Director	Director of Administration
Shri G.A.Raghubansi Room No. 235A Nirman Bhawan, New Delhi Tele No. 23061605	Shri T.R.Prasad Room No. 124-A Nirman Bhawan, New Delhi Tele No. 23062811	Shri D.K.Sharma Room No. 106-A Nirman Bhawan, New Delhi Tele No. 23061964
For RTI Matters	PIO	Appellate authority

Monitoring Section

Subject being dealt

- VIP/PMO/PG references received from the Cabinet Secretariat pertaining to works. .
- Public Grievances cases received from the M/o UD pertaining to works.
- Other priority cases received from UDM/MOS/DG(W) office pertaining to works.
- Other miscellaneous cases pertaining to works.

Section Officer	DDG(Works)
Sh Shiv Dan Singh Room.No.338-A Tel.No.23062058 EPBX: 2077	Sh. Sudhir Kumar RoomNo.117-A Tel.No.23061506 EPBX 2036
For RTI Matters: PIO	Appellate authority

BUDGET SECTION

- **Subject being dealt -**
-
- To compile the Budget Estimates/ demands received from various Zonal Chief Engineers and submit the same to the M/o UD & PA in respect of Capital, Revenue, Establishment and other related heads.
- To compile Revised/Final Estimates received from Zonal Chief Engineers and their timely submission to M/o UD & PA.
- Distribution of BE/RE/FE etc. of the Capital/Revenue/Establishment Budget allocations to the Chief Engineers and all other Drawing and Distribution Officers.
- To distribute funds under MH:7610-Loans and Advances to Government Servants like House Building Advance, Motor Car Advance, Scooter Advance, Cycle Advance, Fan Advance etc.
- Watching of monthly/quarterly expenditure incurred by the Chief Engineers/Drawing Distribution Officers.
- Preparation and submission of Appropriation Account to the M/o UD&PA.
- Correspondence relating to all Budget matters with Chief Engineers and other Govt. Departments.
- To compile the works Annexure for inclusion in the detailed demand for Grants
- To compile quarterly return of Pay and Allowances of CPWD for submission to Pay Research Unit, Department of Expenditure, M/o Finance .
- To deal with CAG paras and ATNs.
- Allocation of Funds to different Regions/Zones of CPO work received an authorization basis.
- To deal with revenue receipt Account

Financial Officer	DDG
Shri K.L. Budhiraja Room No. 122-A Tele. No. 23793235 EPBX 2127	Shri Sudhir Kumar Room No. 118-A Tele. No. 23016118 EPBX 2036
For RTI Matters: PIO	Appellate authority

DW(P&WA) Unit

W-I Section

Subject being dealt :-

- All correspondence on works including land of all the Ministries/Deptt. except of CPOs & Deposit works which are dealt by DW(PM).
- Advisory role for Works/Projects of all the Ministries and processing their CNE, SFC and EFC memos.
- References on technical matters from Ministries including relating to International organization.
- Processing of all India Estimates of General Pool Office/Residential Accommodation including service centre & essential staff quarters and to issue sanction after obtaining the approval of the competent authority.
- Management Committee Meeting of Ministry of UD.
- Management Committee Meeting of DG (W).
- Fire fighting works in Govt. Offices/Residential multi-storeyed buildings.
- N.O.C. cases for assigning works to other than CPWD.
- Installation of statues of late VIPs/VVIPs and maintenance of Samadhies including naming of buildings/parks/roads etc.
- Circulars on Technical Matters.
- JCM matter, Screening Committee, Consultative Committee.
- Estate Management matters.
- UDM's Priority Works including UDM's visits.
- Policy regarding up- gradation and strengthening of G.P. Qtrs.
- Sanctions of schemes out of UD Funds.
- Re-development of areas in Delhi for augmentation of G.P. Accommodation.
- Schemes sanctioned out of surplus HUDCO fund.
- Service & other charges payable to local body including handing over services to local bodies.
- Sanction issued for the works.
- General circulars related to execution of works.

Section Officer	DW(P&WA)
Shri Ramesh Chander Room No. 110 A-Wing Nirman Bhawan, New Delhi	Shri Sh. B.N.Malhotra Room No.120- A Nirman Bhawan, New Delhi
For RTI Matters : PIO	Appellate authority

W-II Section

Subject being dealt ;

- Creation/Diversion of posts relating to works including shifting, closure etc. (Temporary & permanent posts) Group A and B.
- Distribution of Sanctioned strength of gazetted engineering posts.
- Matters regarding hiring of buildings etc by various Govt. of India Department.
- Workload norms & review of workload.
- Complaints regarding maintenance works etc.
- Purchase of Inspection Vehicles including replacement of survey reported vehicles.
- Correspondence in respect of Indian Road Congress, Indian Buildings Congress etc.
- Nomination to various committee.
- Coordination cases related to works.
- Court cases related to works.
- Unauthorized constructions matters.

Section Officer	Director (P&WA)
Sh S.K.Tanwar Room.No.110-A Tel.No.23061607	Sh. B.N.Malhotra Room No.120- A Tel.No.23062218
For RTI Matters: PIO	Appellate authority

DW (PM) UNIT

Subject being dealt:-

- All misc. correspondence related to Project Monitoring.
- Monitoring of works costing more than Rs. 10.00 Lakh for CPOs and Rs. 1.00 Crore for Non CPOs from the stage of receipt of requisition till completion
- Correspondence regarding central project costing Rs. 20 crores and above including sending quarterly reports to the Ministry.
- Submission and compilation of progress report of works as per financial limits specified in (1) above at desired frequency.
- Summary of Cabinet/PM's Secretariat etc. Monthly report sent by 1st of each month.
- Putting up of News clipping from News papers pertaining to CPWD / MOUD.
- Compiling of monthly expenditure figures in respect of CPWD and Delhi PWD, from expenditure card received from the various divisions.
- Putting up monthly expenditure statement for perusal of DDG / ADG/ DG (W).
- Progress report on CPO works compiled and sent to client BSF, CRPF, CISF, ITBP, IB and SIB.
- Inter departmental meeting with BSF, CRPF, ITBP, CISF
- Regular meeting with JS(P) to review progress on CPO works and following action of meeting points.
- Files relating to Culture, Health, Custom & Excise, Income Tax, Audit General, Agriculture, Survey of India, Shipping, Labour, Meteorology, Tourism and GPRA & GPOA etc.
- Standing Committee of Ministry of UD.
- Annual Plan proposals.
- Performance Budget.
- General correspondence pertaining to Project Monitoring unit.

EE (PM)	DW (PM)
Shri Jugal Kishore Room No. 111-A Tel.No. 23062220 EPBX-2031	Shri Veer Sain Room No. 115-A Tel.No.:23062220 EPBX- 2106
For RTI matter: PIO	Appellate authority

VIGILANCE UNIT

SECTION I INVESTIGATION UNIT

Subjects being dealt with by Investigation Unit are:

- Processing of miscellaneous complaints
- Investigation of individual complaints on case to case basis
- Preparation of Investigation Report for submission to CVC through MoUD in respect of Group A officers only and also in case of a composite case (Group B and Group C officers are involved with Group A officer)
- Taking action on CVC's advice /recommendations
- Drafting & serving Charge sheets
- Issuing of Memorandum/Warnings/Orders
- Closure of vigilance cases
- Taking action on CTE's inspection reports involving Vigilance angle
- Parliament queries
- Submission of common reports & returns
- Submission of vigilance related returns
- Issue of vigilance circulars
- Internal vigilance administration

List of Guard Files maintained:

1. Register of monitoring of complaints
2. File of CVC circulars
3. File of Vigilance related circulars
4. File of service related circulars
5. File of work related circulars

Executive Engineer	Superintending Engineer	Chief Vigilance Officer
K.S. Warriach EE (V) II Room No. 130, A-Wing Tel. No. 23062941 EPABX 2134	Rajesh Banga SE (V) I Room No. 133, A-Wing Tel. No. 23062248 EPABX 2135	Nikhilesh Jha CVO Room No. 135, A-Wing Tel. No. 23062114 EPABX 2010
Vacant (R.R. Verma looking after the charge) EE (V) IV Room No. 128, A-Wing Tel No. 23061618 EPABX 2008	-do-	-do-
R.R. Verma EE (V) IX Room No. 128, A-Wing Tel No. 23061618 EPABX 2008	-do-	-do-
S.K. Chawla	A.K. Garg	

EE (V) I Room No. 432, A-Wing Tel. No. 23061861 EPABX 2122	SE (V) II Room No. 129, A-Wing Tel. No. 23062483 EPABX 2070	-do-
P.S. Bassi EE (V) III Room No. 433, A-Wing Tel. No. 23061822 EPABX 2147	-do-	-do-
Tilak Raj Sharma EE (V) VI Room No. 433, A-Wing Tel. No. 23061822 EPABX 2147	-do-	-do-
J.S. Banga EE (V) V Room No. 127, A-Wing Tel. No. 23063284 EPABX 2088	B.B. Thakur SE (V) III Room No. 126, A-Wing Tel. No. 23063284 EPABX 2079	-do-
Vacant (J.S. Banga looking after the charge) EE (V) X Room No. 131, A-Wing Tel. No. 23063284 EPABX 2133	-do-	-do-
A.K. Bawa EE (V) XI Room No. 331, A-Wing Tel. No. 23061930 EPABX 2005	-do-	-do-
Dusru Kudada Section Officer, VS I Room No. 137-A, Wing Tel. No. 23063603 EPABX 2023	-do-	-do-
Diwan Chand Section Officer, VS II Room No. 137-A, Wing Tel. No. 23063603 EPABX 2118	-do-	-do-

**VIGILANCE UNIT
SECTION II
DISCIPLINARY UNIT**

Subjects being dealt by Disciplinary Unit

- Processing of disciplinary cases received from Investigation Unit under CCS (CCA) Rules, 1965
- Processing of Review and Appeal cases in respect of Gazetted Officers of CPWD under CCS (CCA) Rules, 1965
- Court cases arising out of the matters related to the work of this section
- Issue of Vigilance Clearance Certificate in respect of all gazetted and non-gazetted officers/employees of CPWD except work charged staff
- Monitoring of monthly reports for the cabinet received from all over Circle Offices under CPWD
- Keeping Vigilance records updated from time to time according to the position of the cases
- Issue of Vigilance matters related circulars
- Vigilance cases related returns

List of Guard Files being maintained:

1. Register to monitor Disciplinary proceedings
2. Register to monitor Court Cases
3. Guard file for copies of orders related to Vigilance
4. File of service related circulars

Executive Engineer	Superintending Engineer	Chief Vigilance Officer
Avtar Singh Engineer Officer (D) I Room No. 137, A-Wing Tel. No. 23062941,EPABX 2166	Rajesh Banga SE (V) I Room No. 133, A-Wing Tel. No. 23062248,EPABX 2135	Nikhilesh Jha CVO Room No. 135, A-Wing Tel. No. 23062114 EPABX 2010
Manish Kumar Engineer Officer (D) IV Room No. 132, A-Wing Tel. No. 23061618,EPABX 2059	-do-	-do-
G.L. Sharma Engineer Officer (D) III Room No. 241, A-Wing Tel. No. 23061998, EPABX 2154	A.K. Garg SE (V) II,Room No. 129, A-Wing,Tel. No. 23062483,EPABX 2070	-do-
Awadhesh Kumar Engineer Officer (D) II Room No. 137, A-Wing Tel. No. 23061713, EPABX 2096	B.B. Thakur SE (V) III,Room No. 126, A-Wing,Tel. No. 23063284,EPABX 2079	-do-
Yashpal Engineer Officer (D) V Room No. 137, A-Wing Tel. No. 23061040/2037	-do-	-do-

VIGILANCE UNIT

INQUIRY UNIT (FOR SECTION I & II)

Subjects being dealt with:

- Function of Inquiry Unit is to conduct inquiry of cases to Group ~~C~~ Officers of CPWD
- The cases of Group ~~A~~ and Group ~~B~~ Officers are also referred to SE (Inquiry) where Commissioners of Departmental Inquiries are not available (from CVC)
- After completion of Inquiry proceedings, the Inquiry Report is submitted to Disciplinary Authority

UNIT	Superintending Engineer (Inquiry)	Chief Vigilance Officer	ADG (S&P)
I & II	H.P. Meena SE (Inquiry) Room No. 5, E-Wing Tel. No. 23062640 EPABX 2093	Nikhilesh Jha CVO Room No. 135, A-Wing Tel. No. 23062114 EPABX 2010	O.P. Bhatia ADG (S&P) Room No. 201, A-Wing Tel. No. 23062097 EPABX 2003

PIOs and Appellate authorities in vigilance unit for RTI matters

S.No	Name of CPIO	Jurisdiction	Appellate authority
Vigilance unit			
1.	EO(D) I	- Disciplinary cases of NZ-I, NZ-II, CZ - Appeal case of officers of Electrical & Horticulture discipline - Monitoring of implementation of penalty. - Preparation of DI list.	SE(V) I
2.	EO(D)IV	- Disciplinary cases of SR, WZ-I,WZ-II, Valuation/ Deputation officers. - Appeal cases of ER, BFR, CWG, NDZ-I, II, III & IV Project teams	
3.	EE(V)I	Investigation of complaint in NZ-I, NZ-II & CZ	
4.	EE(V) IV	Investigation of complaint in WZ-I, W-II	
5.	EE(V)IX	Investigation of Complaint in Southern Region Officers on deputation Valuation Department Vigilance clearance	
6.	EO(D)III	Disciplinary cases, court cases of EE(V) I, III, VI and appeal cases of EO(D) II	

7.	EE(V) I	Complaint and investigation to NDZ-I, II, Jawahar Bhawan Project.	SE(V) II
8.	EE(V) III	ADG(ER), ADG(BFR), CA(EZ) & CA(NEZ)	
9.	EE(V) VI	NDZ-III, NDZ-IV, CE(MAPZ) Project of Common Wealth Game	
10.	EO(D) II	Disciplinary cases of All Electrical, Architect, Horticulture & DGW office, Court cases in disciplinary cases.	SE(V) III
11.	EO(D)V	Disciplinary cases of Delhi PWD Civil works, NZ-II Lucknow Civil Work, Appeal cases of EO(D) I, Court cases in disciplinary cases	
12.	EE(V) V	Investigation of case work for Delhi PWD Electrical, CE(E) EZ, CE(E) NR	
13.	EE(V) X	Investigation of case for CE(E) DR, NDR, CE(E)-WR, CE(E)SR, Horticulture Wing, Architect Wing & DG(W) office, CE(E) IBBFLZ, CE(E) BFLZ	
14.	EE(V) XI	Investigation case of Delhi PWD Civil Work, CE(NZ-II) Lucknow	

CE(CSQ) unit

Contracts and Manual (C&M) Unit

Subject being dealt with

- Preparation of contract documents and related procedure.
- Revision, improvement and amendments to contract forms as per need of the time and by incorporating latest provision of new laws coming into force.
- Preparation and continuous improvement/up gradation of CPWD Work Manual.
- Formulation of rules and guidelines for enlistment of contractors of all categories (such as class I to class V categories) of all disciplines (such as Civil, Electrical, Furniture and Horticulture) for department as a whole.
- Enlistment and Revalidation of contractors of class I category of all disciplines.
- Court cases filed by contractors and their associations and disciplinary cases against class I category of contractors of all disciplines.
- To advise officers of department on various unforeseen issues related with Contracts and Manual encountered in discharge of their duties and obligations.
 - Clarifications in operations of various clauses of Contract and Manual.

Techno Legal Quality Assurance Wing (TLQA)

Subject being dealt with

- Proposal for acceptance and challenge of arbitration award within the competency of ADG(TD), ADG(S&P) and DG(W).
- Proposal for appointment of arbitrators other than the designated arbitrators of Ministry of UD.
- Correspondence regarding legal opinions of Sr. Counsels of Ministry of UD.
- Modification to the existing Rules and Procedure and clarifications.
- To carry out inspection of original works costing more than SE's power of acceptance of tenders in General and maintenance works from quality assurance angle on selective basis.
- To carry out comprehensive examination and technical audit of atleast 6 to 8 original works in year (atleast two works per zone) costing more than one crore.
- To inspect any work or carry out investigation and enquiries with regard to quality related aspects assigned by the concerned ADGs/DGW.
- To deal with policy issues pertaining to total quality- Management System (TQM) for the CPWD as a whole.
- To review the existing procedure regularly on the basis of feed back from regional units and to issue guidance/instructions to ensure uniformity, consistency and reliability in implementation of quality systems and procedures in the department.
- To lay down norms/guidance for periodic inspection and effective functioning of QA units in the Regions/Quality control teams at circle levels.
- To keep itself up date with modern testing equipments and methods and disseminate information in this regard to all concerned in the department.
- To issue guidelines/instructions for assigning accountability at different levels for ensuring proper quality for execution of different items of works.

Technology Application and Standards (TAS) Unit

Subject being dealt with:

- Preparation of CPWD specification and issue of Publication to various Organisations.
- Preparation of CPWD Analysis of Rates and issue of publication to various Organisations.
- Preparation of CPWD schedule of Rates and issue of publication to various Organisations.
- Preparation and issue of Building Cost Index and Cost Index of services for Delhi.
- Compilation of cost index of various places in India.
- Preparation of and issue of escalation indices for operation of clause 10cc and 10CA to GCC.
- Preparation of Plinth Area Rates and issue of Publication of various CPWD units.
- Issue of corrections slips to DSR, DARs and Specifications and PAR.
- Issue of technical circulars and Clarification of various problems raised by CPWD and other departments regarding DAR, DSR and specifications.
- Approval of new products. To carry out periodic survey of new building materials and technologies carrying to the market and make the information available to Delhi field formation to ensure use of the best available materials/technologies in the works and also maintain uniformities of standards.
- To review the performance of new materials and technique introduced in the department from time to time on the basis of the feed back reports coming form the field.
- Running and maintenance of CPWD Testing laboratory at IP Bhawan, New Delhi.

CE(CSQ)	SE(C&M)	SE(TLQA)	SE(TAS)
Shri Virendra Sharma Room No. 324-A, Nirman Bhawan, New Delhi Tele : 23063239	Shri V.K.Malik Room No 332-A, Nirman Bhawan, New Delhi Tele : 23061838	Shri Room No. 419-A, Nirman Bhawan, New Delhi Tele : 23062340	Shri Mayank Tilak Room No. 418-A, Nirman Bhawan, New Delhi Tele : 23062339

For RTI matters : PIOs : All SEs
: Appellate authority : CE(CSQ)

CONSULTANCY SERVICES ORGANISATION

Subject being dealt with:-

- Provide Consultancy Services for Civil Engg. Projects referred by Govt/Public Sector/Autonomous Bodies in respect of Architectural planning, Preparation of Master plan & Development plan preliminary & detailed working drawings and assisting the clients for getting approval of local bodies viz DDA, DUAC, NDMC, MCD etc.
- Structural designing, preparation of detailed structural drawings based on approved architectural drawings.
- To prepare preliminary and detailed estimates, NIT's & Tender documents and to plan preconstruction activities.
- To prepare services plan for water supply, sewerage & drainage.
- To prepare landscape plan including mounds planning fountain tree plantation, creating hard soft areas for the campus.
- To prepare detailed plan interior design work including well paneling, false ceiling and furnishing.
- To deal with Consultancy references form various agencies, foreign missions, MEA, VIP's & Embassies etc.

List o Guard Files:-

- a. Personal files of the staff.
- b. Project files relating to different projects being handled for the purpose of estimates, design, structural drawings. etc.
- c. General files relating to budget circulars, establishment etc.
- d. Parliament Question & VIP references.
- e. RTI references

Director (CSO)	Executive Director (CSO)
Shri. Rajesh Mittal Room No. 22, E-Wing Nirman Bhawan, Tele No. 23062570 EPBX-2144	Shri. S.M.Verma Room No. 25, E-Wing Nirman Bhawan, Tele No. 23061761 Fax No. 23063179 EPBX-2175

For RTI matters :

PIOs: All Directors
Appellate Authority: ED (CSO)

Central Designs Organisation (CDO):

This is specialized unit headed by a Chief Engineer has been setup at Headquarters since 1969. This provides highly technical and specialised services to various units of the department covering structural analysis, design, development of application softwares including e-Governance of CPWD. It represents on behalf of CPWD in various committees of Bureau of Indian Standards (BIS) for drafting & finalization of related standards. Based on its experience of structural analysis, design, field investigations & suggesting remedial measures related to structural repairs & rehabilitation works, it has brought out related publications as under:

1. Manual on Planning & Design of Reinforced Concrete Multistoreyed Buildings-Volume-I
2. Manual on Planning & Design of Reinforced Concrete Multistoreyed Buildings-Volume-II
3. Handbook on Repairs & Rehabilitation of RCC Buildings
4. Handbook on Seismic Retrofit of Buildings

Subjects being currently dealt with in CDO are

1. Design Units (2 nos. headed by Superintending Engineer each): Structural analysis and design of large projects costing above Rs 8 Cr and structures of complex nature.
2. Computer Cell (1 no. headed by Superintending Engineer): e-Governance of the department to provide an ERP solution for comprehensive governance.

Design Unit-1

Superintending Engineer(D)-I Bhagwan Singh Room No. 224-A Tele No.23063941 EPBAX: 2136	Chief Engineer(CDO) R. N. Dandekar Room No. 220-A Tele No.23061445 EPBAX: 2071
----------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------

Design Unit-2

Superintending Engineer(D)-II Bhagwan Singh Room No. 222-A Tele No.23063940 EPBAX: 2040	Chief Engineer(Designs) R. N. Dandekar Room No. 220-A Tele No.23061445 EPBAX: 2071
-----------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------

Computer Cell

Superintending Engineer(Computer Cell) Anil Kumar Sharma Room No. 223-A Tele No.23061239 EPBAX: 2007	Chief Engineer(Designs) R. N. Dandekar Room No. 220-A Tele No.23061445 EPBAX: 2071
------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------

PIOs and Appellate authorities in CDO Unit for RTI matters

PIO		Jurisdiction	Appellate Authority
1.	EE(D-VII)	Work of SE(D-I) Unit	SE(D-I)
2.	EE(D-I)		
3.	EE(D-II)		
4.	EE(D-III)		
5.	EE(D-V)	Work of SE(D-II) Unit	SE(D-II)
6.	EE(D-VI)		
7.	EE(D-HQ)		
8.	EE(D-IV)		
9.	EE(CC-I)	Work of SE(CC) Unit	SE(CC)
10.	EE(CC-II)		
11.	EE(CC-III)		

SENIOR ARCHITECT (HQ)I

Subject being dealt with:-

A. Urban Land management Unit.

- i) Preparation & processing of all land cases.
- ii) Liasoning with Ministry of UD&PA& Land Division.
- iii) Liosoning with Land & Development Office.
- iv) Provision & issue of land related drawings & layout plans.
- v) Maintenance of Land records & layout plans.

B. Central Documentation Unit

1. All LBZ related policy matters.
2. Scanning all the Lutyen Delhi Drawings (Banglows & important buildings)
3. Maintenance of records on CDs
4. Scanning & Preservation of records /drawing of all projects costing 30 crores & above in CPWD.
5. Scanning & Preservation of special projects below 30 crores as identified by ADG(Arch) &Chief Architects.
6. Preparation & publishing of Project Directory(decade wise) highlighting the important data regarding various category /typology of projects undertaken by CPWD .
7. Documentation of housing typologies schools, offices, samaj sadans, & of special issues.
8. Providing scanning assistance to Senior Architects for current projects.
9. Publishing of important/special projects.

C. Parliament Works Unit

- i. Parliament related policy issues/works
- ii. Architectural Conservation & Heritage related policy issues/matter.
- iii All issues & matters of Central Vista Committee

D. Special Interiors & Modernization Unit.

- i) Statues & related policy issues
- ii) Artist Committee
- iii) Modernization Committee in DOPT
- iv) Barrier free cases documentation, publishing & dissemination to all Sr. Architects.

SA (HQ) I	ADG(Arch)
Sh. K.P.Singh Room No.315-A Tel No.23019681 EPBX-2039	Sh. D.K.Gupta Room No. 301-A Tele No. 23012138, EPBX-2026

For RTI matters: PIOs: Architect
Appellate Authority: Sr. Architect

SENIOR ARCHITECT (Headquarter)-II

Subject being dealt with:-

A. (Landscape)-I

- i) Landscape works of Historical monuments
- ii) Landscape conservation works
- iii) Documentation of Landscape materials
(Plant materials-trees, shrubs, groundcover, creepers) publications & dissemination of landscape related data to all Senior Architect.
- iv) Compilation of Boundary wall typologies
- v) Compilation of gate designs.

B. (Landscape)-II

- i) Special landscape works related to Tourism & Cultural development.
- ii) Works of all Samadhis, including Rajghat.
- iii) Works of all parks & tot lots.
- iv) Issues related to outdoor Barrier free non Handicapping Environment.

C. (Research & Development)

- i) All space standards and parking norm cases.
- ii) Building byelaws cases.
- iii) Works on energy efficiency.
- iv) Work on rainwater harvesting.
- v) New building materials & management of materials samples & library.
- vi) Management of Art & Decoration Library.
- vii) Specification committee cases.
- viii) Bureau of Indian standards, and
- ix) Liaisoning with building materials manufacturers, educational institutions & organization of building material related seminars/demonstrations.

D. Special Projects

- Special projects at Headquarter level.
- Organisation & planning of Architectural Design Competitions.
- Preparation of design briefs,
- Participation in competitions.
- Appointment of Architectural Consultants.
- Executive Council to Council of Architecture.
- Council for School of Planning Architecture.
- Executive Council for All India Council for Technical Education.
- Executive Council for All India Institute of Architects.
- Indian Building Congress.
- Listing of Private Architects.

SA(HQ)-II	ADG(Arch)
Smt. Madhu Mehta Room No., 415-A Tele No. 23019619 EPBX-2051	Sh. D.K.Gupta Room No. 301-A Tele No. 23012138, EPBX-2026

For RTI matters: PIOs: Architect
Appellate Authority: Sr. Architect

SENIOR ARCHITECT (Headquarter)-III

Subject being dealt with:-

- i) Paramilitary works (ITBP), CRPF & BSF
- ii) Preparation of new Master plan/layout plan.
- iii) Design of three important building-Administrative block, Quarter Guard and Officers mess.
- iv) Liasoning with client department and other Senior Architects.
- v) Issue of Reference drawings/specifications etc.

SA(HQ)-III	ADG(Arch)
Shri S.M.Mathur East Block-I, Level-VII R.K.Puram, New Delhi Tele No.26713799	Sh. D.K.Gupta Room No. 301-A Tele No. 23012138 EPBX-2026

For RTI matters: PIOs: Architect
Appellate Authority: Sr. Architect