



दिल्ली सरकार
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No. E-in-C/P/ 41(11) /2024 / 3018

Date: 12.07.2024

OFFICE MEMORANDUM

Sub: Communication outside PWD, GNCTD by Engineering Wing (PWD).

The undersigned is directed to refer above subject matter and to forward herewith a copy of Circular No. F.4 (60)/2023-24/PWD-II/ Roads/dsPWD2/ 613-623 dated 29.05.2024 issued by PWD Secretariat, Government of Delhi (NCT) with the directions that compliance of instructions contained in the Circular be ensured strictly without any deviation. Non compliance shall be viewed seriously.

This issues with the approval of Engineer-in-Chief.

Encl. as above.



(V.K. Tuli)
Asstt.Admn. Officer-II

To,

All Officers/ Offices of PWD (GNCTD) through website

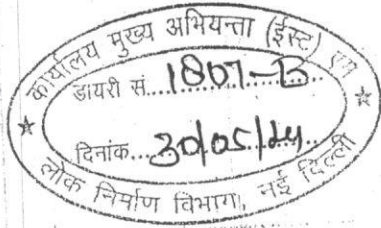
Copy to:-

1. Deputy Secretary, PWD Secretariat, 3rd Floor, MSO Building, New Delhi for information.


Asstt.Admn. Officer-II

3/4

No.F.4(60)/2023-24/PWD-II/Roads/SPWD2/613-623
GOVERNMENT OF NCT OF DELHI
Public Works Department
(CD No. 057742583)



PWD Secretariat
3rd Level, MSO Building, New Delhi
Dated 29 May, 2024

CIRCULAR

Sub: Communication outside PWD, GNCTD, by Engineering Wing (PWD).

It has been observed that EEs/SEs and other officers of Engineering Wing, PWD are directly responding to the requests of other Departments of GNCTD/Government of India/Statutory Authority/Commission and communicating with them directly without seeking approval/permission from the PWD Secretariat, which is in violation of Transaction of Business of GNCTD Rules, 1993 and also out of the ambit of powers delegated to the Engineering Wing. The same is also resulting into creation of liability on the part of PWD, without the approval of the Competent Authority.

The Competent Authority has, therefore, directed that all communications from other Departments of GNCTD/Government of India/Statutory Authority/Commission shall be made with the prior approval/permission from the PWD Secretariat and a copy of all such communications shall invariably be endorsed to the PWD Secretariat.

This issues with the approval of the Pr. Secretary (PWD).

(M.K. Nikhil)
Deputy Secretary (PWD)

To

1. The Engineer in Chief PWD, 12th Floor, MSO Building, New Delhi
2. All Chief Engineers of the PWD, MSO Building, New Delhi
3. All SE/EE through Chief Engineers
4. System Analyst, PWD with the request to upload the Circular on the website of PWD under relevant section.

Copy for information to

1. PS to Pr Secretary, PWD, 3rd Floor MSO Building , New Delhi
2. PPS/PS to Special Secretary-I/II, PWD , 3rd Floor MSO Building, New Delhi

Deputy Secretary, PWD

मुख्य अभियन्ता (पूर्व) एम.....
 कार्य, अभियन्ता (मो.).....
 निम्न अधिकारी..... FO
 स. नि. स. म.
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 ई. स. स. म. अधि.....
 कार्य सहा.....

[Handwritten signatures and dates]
 30/5

PART - II
SOPs RELATED TO CONSTRUCTION WORKS

CHAPTER 3
GENERAL PROVISIONS

SOP No 3/1: Client Requisition, Team Formation, Framing Enabling Estimate and Rough Cost Estimate (Refer Para 3.1.1.1 (3))

1. Client sends the requisition either manually or online. Copy of requisition should be sent by EE to all concerned units like architecture, electrical, horticulture, as required.
2. The officer receiving the requisition makes a rough estimation of cost, helps the client department fill up the basic requisition proforma/ details of the proposed work as per Annexure -12 and forwards the requisition to the competent official, under whose T/S powers the expected cost of the requisitioned work falls, as per the rough estimation of cost. In the case of composite works, the competent T/S Authority of the project is the official competent to accord technical sanction to the major component of the work, provided the expected cost of the composite work falls within his/ her T/S powers.
3. In case of deposit work, a letter as per **Annexure -13** alongwith draft MOU (as per the standard template given in **Annexure 4**) is issued to the client for conveying acceptance to take up the work by the competent official (i.e. the authority under whose T/S powers the amount of the A/A & E/S is expected to fall).
4. The competent T/S Authority (as per para 2 above) refers the matter to the SDG/ ADG or any other officer designated by the CPWD Directorate from time to time, to constitute/ designate a Project / Work Execution Team.
5. The competent T/S Authority interacts with the Client for finalization and signing of MOU.
6. The competent T/S Authority prepares/ gets prepared enabling estimate (if required) and sends to the client department for A/A & E/S. If required by the client, a rough cost estimate is also sent.
7. All co-ordination work (with CA/SA, Civil, Electrical and Horticulture wings) up to the stage of preparation of detailed architectural drawings and specifications including local body approvals, structural drawings and E&M services drawings for execution of a project/work is done by the official competent to accord T/S as per para 2 above.
8. All field, architectural and planning units are accountable for providing necessary support to the competent T/S Authority and client.

SOP No 3/2 : Preliminary Estimate/ Preliminary Project Report (Refer Para 3.1.1.1(4))

1. The officer under whose T/S competence the total amount of the PE falls (as per para 2 of SOP 3/1) is also the nodal officer for forwarding the estimate in case of estimates with components from other disciplines. He/ She is also the T/S authority of the project, and decides on the requirement of the following:
 - (i) Survey of site
 - (ii) Soil investigation
 - (iii) Preparation of preliminary drawings

ANNEXURE TO SOPs

8	To make advance payment to private firms/ autonomous bodies for chemical analysis and testing of materials.	SE/CE	1 lakh
		ADG/SDG	2 lakh
<p>Notes: In each case out of project contingencies subject to the fulfillment of the following conditions:</p> <p>(i) Advance payments are made only in cases where it is considered absolutely necessary.</p> <p>(ii) Advance payments made on the basis of a valid expenditure sanction of the competent authority.</p> <p>(iii) The firm should be well established and has reputation for fair dealings.</p> <p>(iv) The officer drawing the money for making advance payment shall be responsible for its adjustment and he will send the detailed bills to the Accounts Officer within a period of one month from the date of drawl of the advance. If an advance cannot be adjusted within one month of the drawl, a detailed report should be sent to the competent authority concerned.</p> <p>(v) The amount of advance shall be drawn on a simple receipt and accounted for under the final head to which the expenditure on service in question would be debited.</p>			
9	Augmentation of electrical power supply to the residences of VIPs up to maximum electrical load sanctioned (a) Ministers (b) Judges of Supreme Court /High court (c) Members of Parliament (d) Secretaries/Additional Secretaries & equivalent officers.	SE/CE	Full Powers
10	To undertake deposit works At full rates of departmental charges or all Govt. works and works of Autonomous bodies established under Government of India, Act.		Estimated cost
		SE	4 crore
		CE	15 crore
		ADG/SDG	Full Powers
		DG	Full Powers
11	Accord of Technical Sanction to Detailed Estimates and issue of NIT/Composite NIT	AE/AEE/ADH	6 lakh
		EE/DDH	100 lakh
		CE/SE/DOH	Full Powers
12	Acceptance of lowest tender after call of tenders with or without negotiations.		Extent of powers (in Rs) for both original and maintenance works
		AE/AEE/ADH	6 lakh
		EE/DDH	100 lakhs
		SE/DOH	10 crore
		CE	30 crore
		ADG*/SDG*	50 crore
		R W Board*	200 crore
		C. W. Board*	Full Powers
<p>Note : * The ADG/SDG/Regional Works Board /Central Works Board shall issue approval for acceptance of tender by CE/SE.</p>			
13	Acceptance of single bid/tender against open tender with or without negotiations	AE/AEE/ADH	2 lakh
		EE/DDH	25 lakh
		SE/DOH	500 Lakh
		CE	15 crore