



कार्यालय प्रमुख अभियंता
O/o The Engineer-in-Chief
लोक निर्माण विभाग मुख्यालय, दिल्ली सरकार
Public Works Department Headquarter, Govt. of NCT of Delhi
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E-in-C/Dir.(P)/29(1)/2012/ 2069

Dated: 5.06.2012

OFFICE ORDER

In partial modification to office order issued vide no. E-in-C/P/29(1)/2007/3909 dated 09.10.2007 issued in compliance to order No.21 dated 2007-08 issued vide No.F.10 (59)/PWD-I/2005-06/339-344 dated 28.09.2007, the distribution of work to each unit is as under:-

| S.No. | Name S/Sh. | Designation | Works |
|-------|------------|----------------------|---|
| 1. | S.R. Kinra | Director (Personnel) | <ol style="list-style-type: none"> 1. Transfer & Posting proposals for staff attached with PWD. 2. Development/ Implementation of Personnel Information Management System in PWD. 3. Service related matters of employees posted in PWD. 4. Liaison with PAO office for staff payment matters to resolve salary problems etc. 5. Staff complaints/ issues regarding gratuity, pension & other retirement benefits matters. 6. Meeting with various staff associations. 7. To act as link officers with CPWD for all staff in PWD. 8. Training programs and nomination of officers for various trainings. 9. CVC & PGC Cases (Personnel Matters). 10. Confidential reports of officers. 11. Cases related to Labour Courts (Personnel matters). 12. Complaints against officers/ staff. 13. Office Administration including Office Automation. 14. Allotment of office spaces for PWD offices 15. All other general administrative works. |

Contd.....2/-

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|----|---------------|-----------------------|--|
| 2. | Deepak Panwar | Director (Works) | <ol style="list-style-type: none"> 1. Work related returns. 2. Budget planning 3. Budget distribution. 4. Preparation of feed back materials for Planning Commission meetings. 5. Works Information Management System. 6. Empanelment of Arbitrators. 7. Drainage Plan for NCT of Delhi. 8. NCR Planning Board. 9. E-tendering. 10. Preparatory plan documents. 11. Expenditure returns. 12. To liaison with Finance Officers for expenditure return. 13. Action for ECS payments (regarding payment to contractors). 14. Other Information Technology related matters. 15. Liaison with PAO office regarding work expenditure. 16. CTE, Audit Para (Internal Audit), Q.A. Para & CAG Paras. 17. CVC/CTE matters (works related) 18. CBI related matters. 19. Contractor's complaints. |
| 3. | S.L.S. Yadav | Director (Monitoring) | <ol style="list-style-type: none"> 1. Monitoring of grievances registered on LG's Listening Post, Aapki Sunwai. 2. Disposal of Parliament Questions & Assembly Questions & Assurances. 3. Liaisoning with PWD officials regarding different type of Court Cases (related to works). 4. Fire safety in Hospital Bldgs./ Schools. 5. Monitoring of works pertaining to Police, Education & Health. 6. Vigilance References. 7. MCD Roads. 8. FoB studies & monitoring of their constructions. 9. Disposal of Applications received under Right to Information. 10. UTTIPEC matters. 11. E-SEWA. 12. Arbitration matters. 13. Maintenance complaints. 14. Reference from MPs & MLAs. 15. PGC Case (works related). 16. Newspaper cutting. 17. Assigning Nodal Officers. 18. Scada System 19. Utilization of spaces below Flyover |

Any other matter assigned to them, shall also be looked after by concerned Director. This shall be applicable with immediate effect.

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


(S.R. Kinra)
Director (Personnel)

Copy to:

1. The Principal Secretary, PWD, GNCTD, Delhi Secretariat, I.P. Estate, New Delhi.
2. The Pr. Chief Engineer, PWD Maintenance Zone M-2, New Delhi.
- 3-8. All Chief Engineers in PWD M-1, M-3, M-4, B-1, B-2 & F-1.
- 9-10. Director (Works) & Director (Maintenance).
11. PS to Engineer-in-Chief.
12. File


Director (Personnel)