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सं0: प्रमुख अभियंता / निदेशक / लोनिवि / 29(1) / 2019 / 3282

दिनांक: 05.07.2019

### MINUTES OF MEETING

A meeting was held under the chairmanship of Engineer-in-Chief, PWD on 1<sup>st</sup> July 2019 at 12.00 Noon in the Conference room of O/o E-in-C, PWD which was attended by the following officers of PWD.

Sh. P.K. Vats, Engineer-in-Chief	Sh. Abhimanyu Kumar, Director (Pers.)
Sh.A.K.Ahuja, Pr. Chief Engineer (Projects)	Ms. Bratati Ghosh, Senior Architect
Sh. P.K. Parmar, Chief Engineer (Flyover)	Sh. H.P. Sharma, EE (Elect.), (M-251)
Sh.M.K.Mahobia, Chief Engineer (Projects)	Sh. A.K. Puri, EE (Elect.), (M-453)
Sh. Sanjeev Rastogi, Chief Engineer (OP)	Sh. Sohan Lal, EE(Plg.), O/o Pr. CE(Projects)
Sh. R.R. Meena, PM (CCTV), PWD	Sh. Sanjeev Mathur, AAO, O/o E-in-C

Shifting of office spaces as per reallocation issued vide this office letter of even No.1632 (H) dated 03.04.2019 were reviewed and decided, as detailed in Annexure-I, enclosed.

All concerned are requested to comply with the decision taken in the meeting at the earliest.

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

Encl: Annexure 'I'

(Sanjeev Mathur)  
Assistant Administrative Officer

Copy to:

1. PS to E-in-C, PWD, New Delhi.
2. The Pr. Chief Engineer (Maintenance)/(Projects), PWD.
3. All Chief Engineers, PWD, New Delhi.
4. All concerned Superintending Engineers (Civil & Elect.), PWD.
5. All concerned Executive Engineers (Civil & Elect.), PWD.

Assistant Administrative Officer

Reallocation of office spaces at MSO Bldg. among various units of PWD				Annexure-I
Floor	Existing units in the area under occupation of PWD	Proposed units to occupy the office spaces available under PWD	Remarks	Decision of Meeting
Ground	PWD Lab Service (Civil) JE (Civil) & Store room EE(Elect.) C&ND/High Court AE(Elect.) & Store JE (Elect.)	PWD Lab Service (Civil) JE (Civil) & Store room EE(Elect.) C&ND/High Court AE(Elect.) & Store JE (Elect.)	No Change	-
First	CE (Projects) SE(Education)	CE(Projects)	Entire space to be used by O/o CE (Projects). SE(Education) shall vacate the space for CE (Projects) unit.	Complied
Second	CPM (Education) CE (Health)M	CE (Health) along with SE(Elect.) Health	All units under CPM(Education) shall vacate the space for use by CE(Health)	Complied
Third	CE(East)	CE(East)	No Change	-
Fourth	SA(East) EE(Elect.) (M-251) NE PM Education M	CE(Flyover)	Entire space to be used by CE(Flyover). All units such as SA(East), EE(Elect.) (M-251)NE, PM Education Maintenance shall vacate the space.	Sh. H.P. Sharma, EE(Elect.), North East & Shahdara Elect. Division (erstwhile M-251) has not vacated the space occupied by him at 4th Floor, MSO Bldg. till date. He was directed by Engineer-in-Chief, PWD to vacate the space within a week by shifting his office completely to space unused at present and earlier held by electrical sub-division at Vishwas Nagar. SE, North East & SE (Shahdara) will facilitate and issue necessary direction to all concerned regarding compliance to said shifting of O/o EE(Elect.), North East & Shahdara Elect. Division (erstwhile M-251).
Fifth	CE(North)	CE(North)	No Change	-
Sixth	CPM Health Project SA (North)	SA(East) SA(North)	Entire space to be equally shared by SA(East) & SA(North) CPM(Health) shall vacate the space.	It came to the notice that Health units at this floor have not handed over the keys to the SA. It was decided that the space vacating authority will vacate the space in all respect and handover the keys thereafter to the space occupying authority.
Seventh	CE(South)	CE(South)	No Change	-



Eighth	SE(QAU) EE(Elect.) Housing Project SA(Projects) Architect (South)	SA(Projects) Architect (South)	SE(QAU), EE(Elect.) Housing Project shall vacate the space for use by SA(Project) & Architect (South) unit.	SE(QAU) to vacate the space and handover the vacated space to SA.
Ninth	Pr. CE(Projects)	Pr. CE(Projects)	No Change	-
Tenth	PAO-XII & XXII	PAO-XII & XXII	No Change	No Change
Eleventh	EE(Elect.) (M-453) Division Office (Hort.) Old Division Office M-432 PM(CCTV, WiFi, Street Light and LED Screens)	SE(QAU) PM(CCTV, Wifi, Street Light and LED Screens). Ees under PM (CCTV, Wifi, Street Light and LED Screens)	EE(Elect.) (M-453) shall vacate the space for use by SE (QAU). Old Division Office M-432 will vacate the spece for use by Ees under PM (CCTV, Wifi, Street Light and LED Screens) Horticulture Division Office shall vacate the space and the same shall be kept as reserve space for future allocation	Sh. A.K. Puri, EE(Elect.), South (Elect.) (erstwhile M-453) has till date not vacated the space occupied by him at 11th Floor, MSO Bldg. However, he intimated that space has been finalized at Sukhdev Vihar and will vacate the office space soon. Engineer-in-Chief directed Sh. A.K. Puri, EE(Elect.) to send compliance regarding shifting of his office within 7 days, failing which explanation will be called. PM (CCTV) Sh. R.R. Meena intimated that space at present allocated for EEs under PM (CCTV) at 11th Floor, MSO Bldg. is not sufficient as control room is also coming at that location. He requested that space reserved for future allocation at 11th floor may partly be provided for control room. E-in-C directed Sh. R.R. Meena, PM (CCTV) to intimate his in-position staff strength to Senior Architect for preparing the plan arrangement. If need be, space kept reserve may be utilized.
Twelfth	E-in-C Pr. CE (Maintenance) SA(Projects)	E-in-C Pr. CE (Maintenance)	SA(Projects) shall vacate the space for use by E-in-C Office	SA Projects to vacate the space at the earliest as soon as the new space allocated is ready.
Thirteenth	PM(OP) CPM(Housing) Ees under PM(CCTV ...) Training centre, Auditorium stc.	PM(OP) Training Centre, Auditorium etc. Director(Hort.)	CPM(Housing) shall vacate the space for use by Director(Hort.) Ees under PM (CCTV ...) shall vacate the space and the same will be kept as reserve space for future allocation.	PM(CCTV) to vacate the space at present under occupation of their EES.