

कार्यालय मुख्य अभियंता

लोक निर्माण विभाग, अनुरक्षण अंचल- एम 4

राष्ट्रीय राजधानी क्षेत्र (दिल्ली सरकार)

9वां तल, एम.एस.ओ. भवन,

नई दिल्ली- 110002

दूरभाष : 23319795/ फ़ैक्स: 23317728

न0. 23(25)/CEM-4/PWD/GNCTD/ 1122



O/o THE CHIEF ENGINEER

PWD MAINTENANCE ZONE -M4

GNCTD, 9TH FLOOR, M.S.O. BUILDING

I.P. ESTATE, NEW DELHI- 110002

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दिनांक: - 30/09/2014

Inspection Note

The PWD/Police Headquarter (MSO Building) was inspected on 29.09.2014 for general maintenance, cleanliness etc. in relation to SWACHCH BHARAT MISSION initiated by Govt. of India/Delhi Govt.

Following were present:

- 1 Shri S.K. Agarwal, S.E. M-43
- 2 Shri Bijender Kumar, S.E. M-45
- 3 Shri S.K. Jain, EE (P) M-4
- 4 Shri J.K. Goel, E.E.-432
- 5 Shri G.S. Bhakuni, M-414 DDH
- 6 Concerned A.E./ J.E. (C/E), staff of C.E. M-4 etc.

Following areas/offices were inspected and observations are as below:

Zone M-4

- Old furniture, Photocopier, Printer, Desk Board etc. are lying in the record room. Most of them are unserviceable and are to be disposed off as per procedure immediately. (EE(P) to submit details to E.E. M-432).
- Few Tiles of false ceiling were found to be broken/damaged are to be repaired/replaced as per requirement.
- Part Vanishing blinds are missing/un-repairable to be replaced.
- Granite strips below the counter in the kitchenette is broken/ missing to be replaced.
- The cabinets for Hindi Officer and Architect, consists of particle board in aluminium frame, middle panel of board is to be replaced with Transparent Glass as desired by the Officers/staff.
- Glass panes of window, partition etc. need to be cleaned.
- The whole of the Office space requires repainting after repair of plaster/surface, patches etc. as shown at site.
- At the entrance of office, electrical panels were checked and it is found that discarded electrical wires, panels, boards etc have not been removed and space require plaster, painting etc. after cleaning/removal of the rubbish/dismantled materials lying there.

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Fire Escape Stair Case

- Glass panes of the windows are missing, which are to be provided immediately. Cleaning/dusting to the stair case is to be done immediately, to keep the stair case neat and clean.
- At 13th Floor, in the Office of Horticulture, PWD door was found to be locked. DDH was directed to immediately remove the lock so that Fire Stair case is freely accessible in case of emergency.
- It must be ensured that fire escape staircase always remains accessible to all the people, at all floor, in clean condition.

Common Areas

- Sweeping, mopping at all floors is to be done regularly.
- Space near water coolers, sinks etc. requires intensive cleaning.
- On walls/dados of common area, stains of oil, paint, posters, stickers were also found; which are to be removed immediately and walls may be repaired/painted, where ever required.
- At floors, it is found that number of Almirahs, old furniture etc. which mainly pertains to Delhi Police is kept in the common space. E.E. M-432 to review and inform the Delhi Police/concerned department to remove the same to keep the area neat, clean and tidy.

Electrical

- Loose wires, switch boards, fixtures etc. found which are to be set right/fixed immediately.
- Loose electrical wire, cable wires, internet cables etc. are hanging at all floors. The unserviceable/un-useful cables wires are to be removed and remaining wires/cables are to be fixed properly by providing conduits.
- At 13th floor, Glass Panes were found missing in Fire Hydrant & are to be replaced immediately.
- In lift area, Name Plates, Direction Boards etc should be kept uniform, neat and clean.

Offices

- The offices of M-45, M-11, Director (Works) & M-43 were also inspected and it is found that minor repair/painting is to be carried out.
- Files/records etc. are to be kept in almirahs only for better ambience in the offices.
- It is noticed that at 13th floor a small cabin has been provided by M-11 and old files/records have been dumped, which is giving ugly look beside being fire hazard. S.E. M-11 was directed to remove the files/records and vacate the space.

Office of Dy. Director (Hort) at 13th Floor

- The office of Horticulture at 13th Floor was found to be very dirty as old furniture, steel almirahs, damaged materials; files, records etc. were found lying almost in all areas, which is causing unhygienic condition. DD(H) was directed to remove these unserviceable furniture, material etc. and weed out old records and files immediately. The area is required to be kept neat & clean.

General

- Repairing/painting etc. to be carried out.
- Malwa/dismantled materials are removed/disposed off from building.
- Toilets are to be cleaned regularly.

(जयेश कुमार)

मुख्य अभियंता

अनुरक्षण अंचल- एम 4

प्रतिलिपि:-

- 1 The Engineer-in-Chief, PWD, 12th Floor, MSO, Bldg. New Delhi for information please.
- 2 The Principal Chief Engineer (M-1), 7th Floor, MSO Building, I. P. Estate, New Delhi
- 3 The Chief Engineer, PWD (M-2), 3rd Floor, MSO Building, I. P. Estate, New Delhi
- 4 The Chief Engineer, PWD (M-3), 5th Floor, MSO Building, I. P. Estate, New Delhi
- 5 The Chief Engineer, PWD (F-1), 12th Floor, MSO Building, I. P. Estate, New Delhi

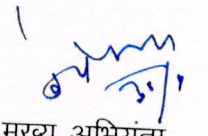
- 6 Shri S. K. Rampal, Superintending Engineer, PWD M-31, Rohtak Road Crossing, Ring Road, Punjabi Bagh, New Delhi.
- 7 Shri G.P. Bansal, Superintending Engineer, M-41, PWD (GNCTD), Bhairon Road, T Junction, Pragati Power Station, New Delhi.
- 8 Shri M. K. Mallick, Superintending Engineer, PWD M-44, Under Flyover Sukhdev Vihar Mathura Road, New Delhi 25.

Beside the activities as per Action Plan for maintenance of roads under your circle, you are directed to inspect offices including offices of subordinates and carryout necessary work to keep the building/premises neat and clean all the time.

- 9 Shri A. K. Bawa, Superintending Engineer, M-42, PWD (GNCTD), Sukhdev Vihar, Mathura Road, near Okhla Flyover, New Delhi.
- 10 Shri S. K. Aggarwal, Superintending Engineer, PWD (GNCTD), CBMC-M-43, 11th Floor, MSO Building, I. P. Estate, New Delhi.
- 11 Shri Bijendra Kumar, Superintending Engineer, PWD (GNCTD), EMC-M-45, 13th Floor, MSO Building, I. P. Estate, New Delhi 110002.

They are directed to inspect offices/Hospitals/Residential complexes under maintenance of their Circle & ensure that they are keep neat and clean at all times. Particular attention is to be paid to common areas/toilets. They are also requested to inspect their offices including offices of subordinates and carryout necessary work to keep the building/ premises neat and clean all the time.

- 12 Shri S.K. Chokhani Senior Architect, PWD (GNCTD), M-46, 8th Floor, MSO Building, I. P. Estate, New Delhi 110002. He is directed to inspect office area including offices of subordinates to keep the building/ premises neat and clean all the time.
- 13 The Director (Hort.), PWD, 13th Floor, MSO Building, I. P. Estate, New Delhi. They are also requested to inspect their offices including offices of subordinates and to keep the building/ premises neat and clean all the time.
- 14 Shri J.K. Goyal, Executive Engineer, PWD (GNCTD), CBMD M-432, 11th Floor, MSO Building, New Delhi to carry out all necessary work to keep the building/premises neat & clean all the time.
- 15 Shri Sanjay Verma, Executive Engineer, PWD (GNCTD), EMD-M-452, Tyagraj Stadium, Tyagraj Nagar, New Delhi to carry out all necessary work to keep the building/premises neat & clean all the time.
- ✓ 16 Guard File/PS.



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अनुरक्षण अंचल- एम 4