

MANUAL-III CE(C-III)

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

[SECTION 4(1)(B)(III)]

Sr. No.	Activity	Level of action	Time Frame
1.	As per CPWD works manual - 2012 and latest delegates of powers	As per norms	Time permissible as per CPWD manual 2012 and on the basis of guidelines and prevailing practices

MANUAL-III ACE

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

[SECTION 4(1)(B)(III)]

Sr. No.	Activity	Level of action	Time Frame
1.	As per CPWD works manual - 2012 and latest delegates of powers	As per norms	Time permissible as per CPWD manual 2012 and on the basis of guidelines and prevailing practices

MANUAL-III SE(P)

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

[SECTION 4(1)(B)(III)]

Sr. No.	Activity	Level of action	Time Frame
1.	As per CPWD works manual - 2012 and latest delegates of powers	As per norms	Time permissible as per CPWD manual 2012 and on the basis of guidelines and prevailing practices

MANUAL-III SE(PH)

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

[SECTION 4(1)(B)(III)]

Sr. No.	Activity	Level of action	Time Frame
1.	As per CPWD works manual - 2012 and latest delegates of powers	As per norms	Time permissible as per CPWD manual 2012 and on the basis of guidelines and prevailing practices

MANUAL-III (Sewerage Maintenance)

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

[SECTION 4(1)(B)(III)]

The procedure can be described in narrative form and through Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it is got examined and the final authority to which it has to go for approval may be explained.

Procedure followed for all major works and other works as laid down in CPWD

Works Manual except Financial Powers :-

- (a) Maintenance and improvement/development of sewer lines etc.

Flow chart for decision making process:-

- (a) For day to day maintenance, JE/AE are competent to take decision as soon as complaints are received
- (b) For execution of works/schemes

Preparation of schemes, after obtaining "Approval in Principle" from competent authority by the field Engineers.	→	Scrutiny of Schemes in Planning and Finance Department for recording their recommendations and concurrence for grant of approval/ sanction of the scheme/ proposal including budget by the competent authority	→	Execution of scheme by calling of open tenders/ quotations through wide publicity on NDMC website, newspapers and Notice Boards. The tendering is through e-procurement system.
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MANUAL -III (Sewerage Project)

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

FLOW PROCESS CHART FOR CONSTRUCTION WORK

S No	Activity	Level of Action	Time Frame
1	Preparation of Estimate/ NIT/ Tender Justification	Architect/ JE	As per Volume of Work Involved & CPWD guidelines.
2	Checking	JE	As per Volume of Work Involved
3.	Checking	AE	As per Volume of Work Involved
4	Checking	Draftsman	As per Volume of Work Involved
5	Scrutiny	EE	As per Volume of Work Involved & delegation of Powers.
6	Scrutiny/ Approval	SE	As per finance involved and powers delegated
7	Approval	CE	As per powers delegated
8	Supervision/ Execution of Work	JE/ AE/ EE/ SE/ CE	As per time frame
9	Billing	JE/ SDC/ AE/ AAO/ Draftsman/ EE	Within two weeks

MANUAL-III (Water Supply)

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

[Section 4(I) (b) (iii)]

The procedure can be described in narrative form and though Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it is got examined and the final authority to which it has to go for approval may be explained.

Procedure followed for all major works and other works as laid down in CPWD

Works Manual except Financial Powers :-

- (b) Maintenance and improvement/development of road/lanes/street furniture/parks (civil works)/drainage system etc.

Flow chart for decision making process:-

- (c) For day to day maintenance, JE/AE are competent to take decision as soon as complaints are received
- (d) For execution of works/schemes

Preparation of schemes, after obtaining "Approval in Principle" from competent authority by the field Engineers.	→	Scrutiny of Schemes in Planning and Finance Department for recording their recommendations and concurrence for grant of approval/ sanction of the scheme/ proposal including budget by the competent authority	→	Execution of scheme by calling of open tenders/ quotations through wide publicity on NDMC website, newspapers and Notice Boards. The tendering is through e-procurement system.
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MANUAL-III EE(P-I)

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

[Section 4(I) (b) (iii)]

Sr. No.	Activity	Level of action	Time Frame
1.	To received files and put a diary number	Sr. Asstt.	Three minutes
2.	To send files/applications to concerned EEs	-do-	Same day of receiving
3.	To send the files to AEs after allocation by EE(P-I)	-do-	One working day
4.	To send the files to JEs	Assistant Engineer	-do-
5.	To check/scrutinize the cases and submit AE	Junior Engineer	Varies from cases to case & on average one to seven working days
6.	To send the files to the EE(P-II)	Assistant Engineer	Two working days
7.	To submit the cases to SE(P)	Executive Engineer	One working day

Note:- The frame time schedule is for routine cases.

MANUAL-III (P-II)

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

[Section 4(I) (b) (iii)]

Sr. No.	Activity	Level of action	Time Frame
1.	To received files and put a diary number	Sr. Asstt.	Three minutes
2.	To send files/applications to concerned EEs	-do-	Same day of receiving
3.	To send the files to AEs after allocation by EE(P-II)	-do-	One working day
4.	To send the files to JEs	Assistant Engineer	-do-
5.	To check/scrutinize the cases and submit AE	Junior Engineer	Varies from cases to case & on average one to seven working days
6.	To send the files to the EE(P-II)	Assistant Engineer	Two working days
7.	To submit the cases to SE(P)	Executive Engineer	One working day

Note:- The frame time schedule is for routine cases.

MANUAL-III E.E(P-III)

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

[Section 4(I) (b) (iii)]

Procedure followed for all major works and other works as per CPWD Works Manual.

A) Planning of road works

B) Planning of Constructions and maintenance/drainage systems in NDMC area.

In all the above works following procedure is followed:-

1. 2. 3.

1.Scrutiny of Schemes/Estimates/ Tenders/Quotations etc. in Planning as per sanctioned budget by the competent authority by J.E.	1.Scrutiny of Schemes/Estimates/ Tenders/Quotations etc. in Planning as per sanctioned budget by the competent authority by A.E.	1.Scrutiny of Schemes/Estimates/ Tenders/Quotations etc. in Planning as per sanctioned budget by the competent authority by E.E.
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MANUAL III (Design Division)

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

[Section 4(l) (b) (iii)]

The procedure can be described both in narrative form and through Flow Process Chart. In narrative form the stages through which a proposal passes, the level at which it gets examined and the final authority to which it has to go for approval may be explained.

S. No.	Activity	Level of action	Time frame
1.	Soil investigation	To be provided by respective field division	
2.	Preliminary sizes	EE/AE/JE	Depends upon nature of project
3.	Detailed drawings	-do-	-do-