

## **MANUAL-IV CE(C-III)**

### **NORMS SET FOR THE DISCHARGE OF FUNCTIONS**

#### **[SECTION 4(1)(B)(IV)]**

##### **ILLUSTRATION**

<b>S. No.</b>	<b>ACTIVITY</b>	<b>TIME FRAME/NORM</b>	<b>REMARKS</b>
1.	Smooth functioning of the department by keeping in view the norms in CPWD works manual -2012 and latest delegates of powers	Regular process and as per the norms available in CPWD works manual 2012 and guidelines in practices	

# MANUAL - IV ACE

## NORMS SET FOR THE DISCHARGE OF FUNCTIONS

### [SECTION 4(1)(B)(IV)]

#### ILLUSTRATION

S. No.	ACTIVITY	TIME FRAME/NORM	REMARKS
1.	Smooth functioning of the department by keeping in view the norms in CPWD works manual -2012 and latest delegates of powers	Regular process and as per the norms available in CPWD works manual 2012 and guidelines in practices	

# **MANUAL-IV SE(P)**

## **NORMS SET FOR THE DISCHARGE OF FUNCTIONS**

### **[SECTION 4(1)(B)(IV)]**

#### **ILLUSTRATION**

<b>S. No.</b>	<b>ACTIVITY</b>	<b>TIME FRAME/NORM</b>	<b>REMARKS</b>
1.	Smooth functioning of the department by keeping in view the norms in CPWD works manual 2012 and latest delegates of powers	Regular process and as per the norms available in CPWD works manual 2012 and guidelines in practices	

# **MANUAL-IV SE(PH)**

## **NORMS SET FOR THE DISCHARGE OF FUNCTIONS**

### **[SECTION 4(1)(B)(IV)]**

#### **ILLUSTRATION**

<b>S. No.</b>	<b>ACTIVITY</b>	<b>TIME FRAME/NORM</b>	<b>REMARKS</b>
1.	Smooth functioning of the department by keeping in view the norms in CPWD works manual -available in CPWD 2012 and latest delegates of powers	Regular process and as per the norms works manual 2012 and guidelines in practices	

# MANUAL-IV (Sewerage Maintenance)

## NORMS SET FOR THE DISCHARGE OF FUNCTIONS

### (Section 4(1) (b) (iv))

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration:

S. No	Activity	Time frame/Norm	Remarks
1.	Diary of letter	3 minutes per letter	To be done by Junior Clerk in HA Branch
2.	Dispatch of letter	5 minutes per letter	Registered dak including entry in messenger book - Through CRB Section. – Done by Junior Clerk.
3.	Typing job	30 pages per day	By Typist/Junior Clerk/SDC/Auditor in the sub-divisional/divisional offices.
4.	Sewer complaint received and registered at Sewerage Control Room Sarojini Nagar After office hours emergent complaints inspected immediately and attended if feasible.	Forwarded immediately to the concerned area service centre. (9 A.M to 5 PM - weekly rest on Sunday.)	Labour is available in the Service Center for maintenance to sewer line and in the seasons of Anti flooding labour are available 24 hours on the control room for at the spot relief with T/ P like Pump and Dewatering Pumps.
5.	Sewer complaints at service centers are registered and staff is deputed for attending.	Immediate between 9 AM to 5 PM	Beldars, sewer men, Sewer Mate according to the job is ready for doing the complaints in the area is ready for 10 hours.

# MANUAL –IV (Sewerage Project)

## NORMS SET FOR THE DISCHARGE OF FUNCTION

### { Section 4 ( 1) ( b) ( iv) }

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicates below as an illustration:

S. No.	Activity	Time Frame/ Norm	Remarks
1.	Preparation of Survey Plan	As per CPWD norms	Time consumed depends on nature of Work & magnitude of work.
2.	Preparation of PE	As per CPWD norms	-do-
3.	Preparation of DE	As per CPWD norms	-do-
4.	Preparation of NIT	As per CPWD norms	-do-
5.	Preparation of tender documents	As per CPWD norms	-do-
6.	Checking by draft man	As per CPWD norms	-do-
7.	Call of tender	As per CPWD norms	-do-
8.	Execution of work	As per CPWD norms	-do-
9.	Supervision & made payments	As per CPWD norms	-do-

# MANUAL-IV (Water Supply)

## NORMS SET FOR THE DISCHARGE OF FUNCTIONS

### [Section 4(l) (b) iv)]

Details of norms and standards set out can be given in respect of various activities.

Some of the norms are indicated below as an illustration:

Illustration

S. No	Activity	Time frame /Norm	Remarks
1.	Diary of letter	3 minutes per letter	
2.	Dispatch of letter	5 minutes per letter	Registered dak including entry in messenger book
3.	Typing job	30 pages per day	

S. No	Activity	Time frame/ Norm	Remarks
1.	Dairy of complaint from Public at service centre.	3 minutes complained	Put up for action on the same day
2.	Complaint from central Control Room/other offices.	3 minutes complained	Put up for action on same day
3.	Inspection of area	Daily by AE/JE and even by EE	Action on same day in case of minor nature of defects noticed and in case of major defect, schemes/ estimates are proposed and processed after obtaining the "Approval in Principle" from competent authority as per nature of the work

# **MANUAL-IV EE(P-I)**

## **NORMS SET FOR THE DISCHARGE OF FUNCTIONS**

### **[SECTION 4(1)(B)(IV)]**

#### **ILLUSTRATION**

<b>S. No.</b>	<b>ACTIVITY</b>	<b>TIME FRAME/NORM</b>	<b>REMARKS</b>
1.	Diary of complaint from Public at division level.	-	No public dealing
2.	Complaint from central Control Room/other offices.	-	-



**MANUAL-IV EE(P-II)**  
**NORMS SET FOR THE DISCHARGE OF FUNCTIONS**  
**{Section 4(l)(b)(iv)}**

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below :-

<b>S. No</b>	<b>Activity</b>	<b>Time Frame/Norm</b>	<b>Remarks</b>
1.	Diary of letter	3 minute per letter	
2.	Dispatch of letter	3 minutes per letter	
3.	Typing job	30 pages per day	
4.	Checking of estimates, tenders, NIT etc.	As per CPWD manual.	Depends upon the quantum of work.

# **MANUAL-IV EE(P-III)**

## **NORMS SET FOR THE DISCHARGE OF FUNCTIONS**

### **[SECTION 4(1)(B)(IV)]**

#### **ILLUSTRATION**

<b>S. No.</b>	<b>ACTIVITY</b>	<b>TIME FRAME/NORM</b>	<b>REMARKS</b>
1.	Diary of complaint from Public at division level.	-	No public dealing
2.	Complaint from central Control Room/other offices.	-	-

**MANUAL IV (Design Division)**  
**NORMS SET FOR THE DISCHARGE OF FUNCTIONS**  
**{Section 4(l)(b)(iv)}**

Details of norms and standards set out can be given in respect of various activities:

<b>S. No.</b>	<b>Activity</b>	<b>Time Frame/Norm</b>	<b>Remarks</b>
1.	Soil investigation		Is carried out a per site requirement by field division.
2.	Preliminary sizes	30 days	Depends upon nature of project
3.	Detailed drawings	30 to 180 days	-do