

MANUAL-III

EE(ROADS-I) DIVISION

Procedure followed in decision-making process **[Section 4(l) (b) (iii)]**

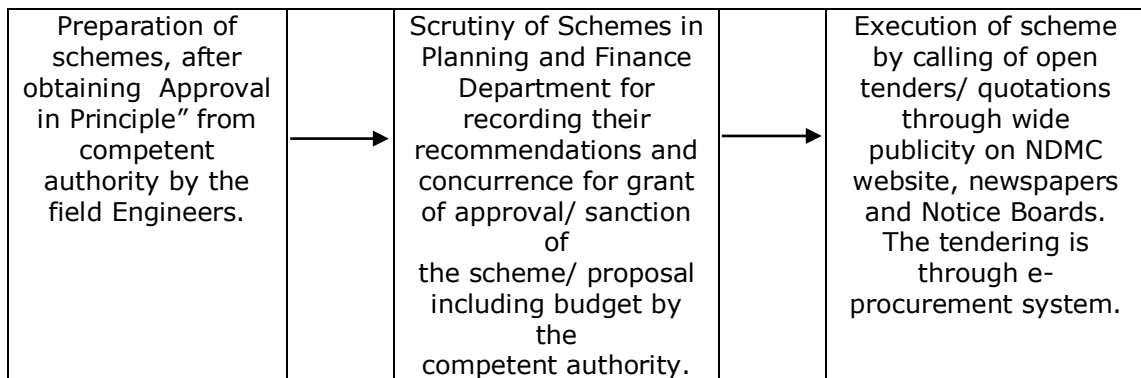
The procedure can be described in narrative form and though Flow Process Chart. In narrative from the stages through which a proposal passes, the levels at which it is got examined and the final authority to which it has to go for approval may be explained.

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 road/lanes/street furniture/parks (civil works)/drainage system 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.



MANUAL-III

EE(ROADS-II) DIVISION

Procedure followed in decision-making process **[Section 4(l) (b) (iii)]**

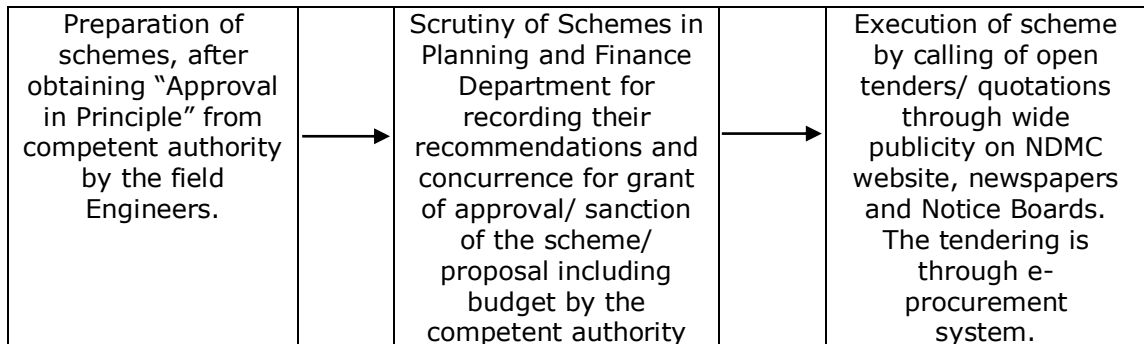
The procedure can be described in narrative form and though Flow Process Chart. In narrative from the stages through which a proposal passes, the levels at which it is got examined and the final authority to which it has to go for approval may be explained.

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



MANUAL-III

EE(ROADS-III) DIVISION

Procedure followed in decision-making process

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

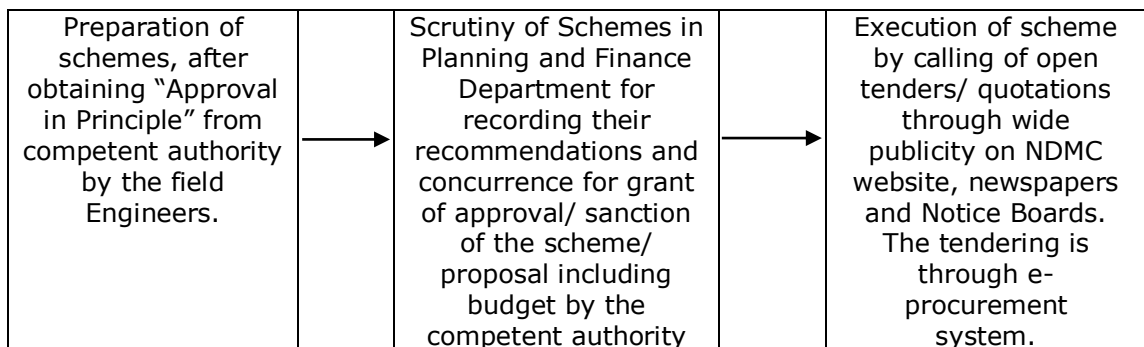
The procedure can be described in narrative form and though Flow Process Chart. In narrative from the stages through which a proposal passes, the levels at which it is got examined and the final authority to which it has to go for approval may be explained.

Procedure followed for all major works and other works as laid down in CPWD Works Manual except Financial Powers :-

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

Flow chart for decision making process:-

- e. For day to day maintenance, JE/AE are competent to take decision as soon as complaints are received.
- f. For execution of works/schemes



MANUAL-III

EE(ROADS-IV) DIVISION

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 from 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.

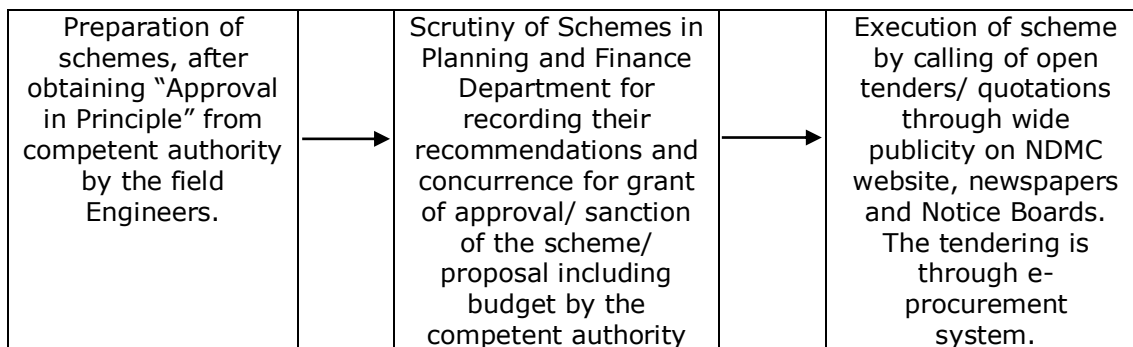
Procedure followed for all major works and other works as laid down in CPWD Works Manual except Financial Powers :-

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

Flow chart for decision making process:-

(g) For day to day maintenance, JE/AE are competent to take decision as soon as complaints are received.

(h) For execution of works/schemes



MANUAL-III

EE(ROADS-V) DIVISION

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 from 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 :-

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

Flow chart for decision making process:-

(i) For day to day maintenance, JE/AE are competent to take decision as soon as complaints are received

(j) 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.
--	---	--	---	---

MANUAL-III

EE(CP) Division

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 from the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

Flow Process Charts for issue of Food Card

S.No.	Activity	Level of action	Time frame
1.	To receive application and put a diary number	Counter Clerk	Same day
2.	To mark application to concerned officer	Do	Do
3.	To visit premises of applicants and verify the facts	----	2-3 Days

MANUAL-III

EE(SWACHTA DIVISION)

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

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

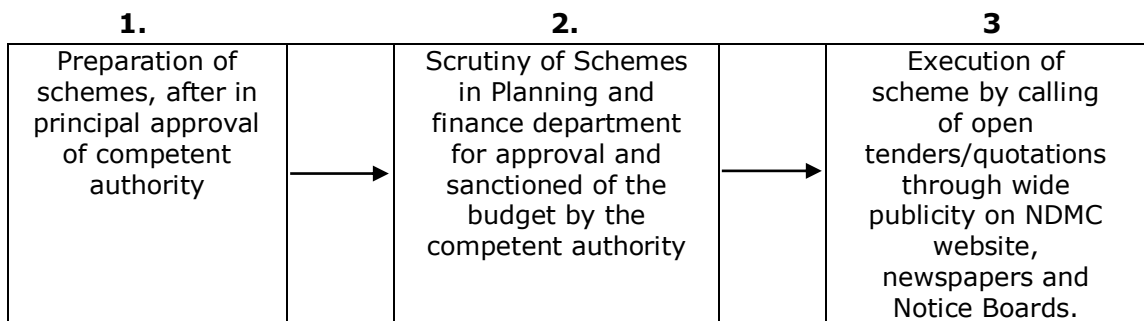
Procedure followed for all major works and other works as per NDMC work manual & CPWD works manual Volume-II

A) Construction of road and road furniture

B) Day to day maintenance of road and road furniture and parks related to Civil Works

C) Constructions and maintenance/drainage system in the area of the division

In all the above three works following procedure is followed:-



MANUAL-III

(ROAD CUTTING) DIVISION

Procedure followed in decision-making process

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

Procedure followed for issuing the road cut permission:-

Flow chart for decision making process:-

- a. Agency applied for road cutting to CE(C-I) same was forwarded to road cutting division and after obtaining the feasibility report and R.R. Charge from the concerned road division. Demand note for depositing the R.R. Charges has been issued to the agency. When agency deposit the R.R. Charges in the form of DD & Security in form of B.G, case is put-up for approval of Road cutting permission for CE(C-I). After the approval road cutting permission has been issued.

Manual-III

SE(R-South) to SE(R-North)

Procedure followed in decision-making process
{Section 4(I)(b)(iii)}

S.No	Activity	Leave of action	Time frame
1.	To receive files and put a diary Number	Daak Clerk	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	-do-	One working day
4.	To send the files to JEs	Assistant Engr.	-do-
5.	To check/scrutinize the cases and submit to AE	Junior Engr.	Varies from case to case & on average one to seven working days.
6.	To send the files to the EE	Assistant Engr.	Two working days
7.	To submit the cases to SE (R-North) & SE(R-South)	Executive Engr.	One to two working day

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

Manual-III

Sr. A.O. (W)-I

Procedure followed in decision-making process [Section 4(I) (b) (iii)]

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

Flow Process Charts for issue of Food Card

S.No	Activity	Leave of action	Time frame
1.	To receive application and put a diary number	Counter Clerk	Same day
2.	To mark application to concerned officer	-do-	-do-
3.	To visit premises of applicant and verify the facts	-do-	2-3 days

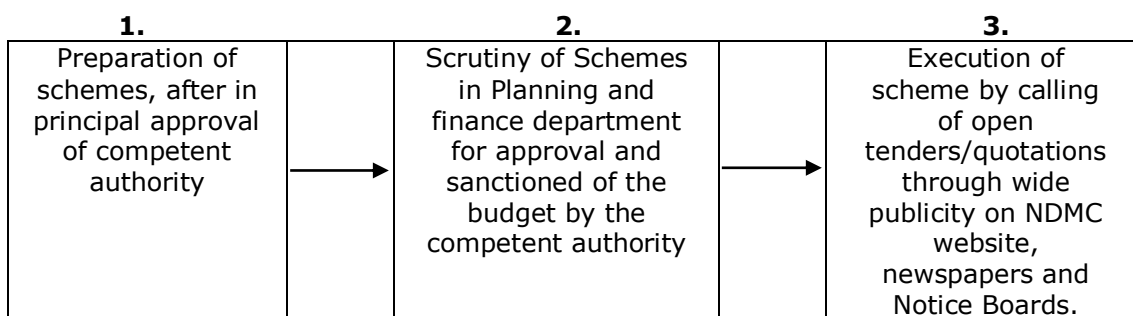
Manual-III

Procedure followed in decision-making process [Section 4(1)(b)(iii)]

Procedure followed for all major works and other works as per NDMC work manual & CPWD works manual Volume-II

- A) Construction of road and road furniture
- B) Day to day maintenance of Road and road furniture and parks related to Civil works
- C) Constructions and maintenance/drainage system in the area of the division

In all the above three works following procedure is followed:-



MANUAL-III

STORE DIVISION

Procedure followed in decision-making process in Stores Division (Civil) (Section 4(1) (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 levels at which it gets examined and the final authority to which it has to go for approval may be explained. The Flow Process Charts can give a comprehensive process as may be seen from the following illustration of preparing a food card.

Flow Process Chart for issue of Food Card

S.No	Activity	Leave of action	Time frame
1.	To receive the requirement of material from various divisions of NDMC.	Sub-Division Level, Compilation, Estimation, Preparation of NITs, Call of Tenders & approval of Tenders	90 Days

Such charts may be prepared for major functions.