

**ADMINISTRATION OF D. & N. H.**  
**PWD CIVIL DN. NO. II (ROAD)**  
**SILVASSA.**

**CITIZENS CHARTER**

**1.ABOUT US :**

Public Works Department (Road Division), being the premier department in the development of the Union Territory of Dadra and Nagar Haveli is in charge of construction and Maintenance of Roads & Bridges, in Dadra and Nagar Haveli. The department also shoulders the responsibility of maintaining essential services of Command Area Development of Damanganga Reservoir Project falling in the Union Territory of Dadra & Nagar Haveli.

The department made maximum efforts in achieving it's goal viz. betterment of Dadra & Nagar Haveli and environs and in an attempt to provide more responsive and effective to the Public, the citizen charter is brought out to introduce greater transparency.

The citizen charter contains the Public's entitlement to the services of PWD (Road Division) Standard of Services, access to general information and time bound schedules of different services.

For the benefit of the citizens information Technology Cell is setup with Director (Information & Technology). Office of the DCF (WL) & Director (IT), Van Bhavan, D & N H Silvassa under the control of Director (IT), Public Works Department (Road Dn.) assures of its best efforts for fulfilling the public demands in a time bound manner, however this document is not legally challengeable.

The details of different services and the offices to be contacted are provided in the following pages.

## **2. ROADS :**

In respect of roads any public demand / complaints shall be given in the offices of the Executive Engineer, P.W.D Civil Dn. No. II (Road), Silvassa on all working days and the following time schedule is given for the general information. All written request /complaints will be followed by an interim reply in development and progress and the jobs wherever feasible and possible within one month.

1. Major re-asphalting works and laying of new roads will normally be completed within a period of six months and 12 months respectively.
2. Requisition for speed breakers, major repair works will be examined within 3 months from the date of the requisition.
3. Permission for erection of Mandaps/Banners, cleaning of road side drains will be examined and issued in a week time.
4. Decision regarding permission for cutting of roads will be communicated within a fortnight time after receipt of application.

The road length constructed and in the jurisdiction of the department is as under.

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|-----------------------------------|--------------|
| 1) a. State Highway ( Four-lane ) | - 22.19 Km.  |
| b. State High way ( Two- lane )   | - 20.21 Km.  |
| 2) Major District Road.           | - 95.00 Km.  |
| 3) Other District Road.           | - 104.00 Km. |
| 4) Village roads.                 | - 57.50 Km.  |

**The tender document charges for the various works costing is as under.**

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|---|--------------|
| Works costing above Rs. 2.00Crores.                         | - Rs. 1500/- |
| Works costing above Rs. 50.00 lakhs and upto 2.00 Crores.   | - Rs. 1000/- |
| Works costing above Rs. 1.00 lakhs and upto Rs. 50.00lakhs. | -Rs. 500/-   |

Works costing upto Rs. 1.00lakhs.

- Rs. 150/-

**The time limit for publicity of tenders is as under.**

The following time limits between the date of publication of tender on web-site or press whichever is earlier and the date of receipt of the tenders are desirable.

1. 7 days in the case of works with estimated cost put the tender upto Rs. 20.00lakhs.
2. 10 days in the cost of works with estimated cost put to tender between Rs. 20.00lakhs to Rs. 2.00 Crores.
3. 14 days in the cost of works with estimated cost put to tender more than Rs. 2.00 Crores.

**The tendering limit of various works for awarding contract is as under.**

<b>Class of tendering.</b>	<b>Tendering limit.</b>
Class AA	Un-limit.
Class A	300.00 lakhs.
Class B	100.00 lakhs.
Class C	50.00 lakhs.
Class D	30.00 lakhs.
Class E-1	10.00 lakhs.
Class E-2	04.00 lakhs.

**The list of Officers who the public can contact on all working days is indicated in the annexure.**

<b>Sr.No.</b>	<b>Officer in Charge</b>	<b>Area / Jurisdiction</b>
1.	Deputy Engineer – I Sub-Dn. I, PWD Civil Division No.II, (Road), D & N H, Silvassa.	1. Silvassa Patelad 2. Rakholi Patelad.
2.	Deputy Engineer – II Sub-Dn. II, PWD Civil Division No.II (Road), D & N H, Silvassa.	1. Dadra Patelad 2. Naroli Patelad 3. Dapada Patelad.
3.	Deputy Engineer – III Sub-Dn. III, PWD Civil Division No.II (Road), D & N H, Silvassa.	1. Khanvel Patelad 2. Mandoni Patelad 3. Dudhani Patelad 4. Amboli Patelad

4.	Assistant Surveyor of Works. Civil Division No.II (Road), D & N H, Silvassa.	1. Kilvani 2. Randha.
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#### **4. IRRIGATION :**

The department is made maximum efforts to provide irrigation water to cultivators from Right bank main canal and left bank main canal of Damanganga Reservoir Project falling in the jurisdiction of Dadra & Nagar Haveli.

Landowner who are in need of Irrigation Water have to submit their application in prescribed Form No. 7 in the office of the Executive Engineer – II during the office hours. The concerned sub-divisional officer in charge is releasing irrigation water within a reasonable time looking to the Rotation programme of Damanganga Canal Authority of Govt. of Gujarat. On receipt of payment notice, the cultivators should pay the water charges in this office during office hours.

**Water charges is being recovered as per the season & crop pattern are as under.**

<b>Sr.No.</b>	<b>Crop</b>	<b>Means of Supply</b>	<b>Amount</b>
1.	Sugarcane	a). Outlet b). By Pumping	Rs. 830/- Hect. per season. Rs. 415/- Hect. per season.
2	Rice	a). Outlet b). By Pumping	Rs. 140/- Hect. per Season. Rs. 70/- Hect. per season.
3.	Mango Tree, Water melon, Chickoo	a) Outlet. b) By Pumping.	Rs. 110/- Hect. per season. Rs. 55/- Hect. per season.

**The list of officers who the public can contact on all working days is indicated in the below Annexure.**

<b>Sr.No.</b>	<b>Officer in Charge.</b>	<b>Area / Jurisdiction</b>
1.	Deputy Engineer – I Sub-Dn. I, PWD Civil Division No.II (Road), D & N H, Silvassa.	L1 & L2 block of left bank main canal falling under /masat area.
2.	Deputy Engineer – II Sub-Dn. II, PWD Civil Division No.II (Road), D & N H, Silvassa.	L3, L4, L5, L6, L7, L11 Blocks of Left Bank Main Canal falling in the area of Dapada, Karad, Naroli, Athal etc.
3.	Asstt. Surveyor of Works, Public Works Department, Civil Division No.II, (Road) D & N H, Silvassa.	R-1, R-2, R-3, V-1,&V-2 Block of Right bank main canal falling the area Baldevi, Sayli, Silly, Galonda etc.

The department is following the specifications as per CPWD Manual and the Schedule of Rates of R&B Circle (Surat) applicable to Dang District and SOR of Damanganga Project Circle, Valsad for canal works.

Contact Persons/Officer:-

**Executive Engineer,  
PWD, Civil Division No. II (Road ),  
Dadra & Nagar Haveli (U.T ),  
Silvassa . phone no. 0260-2642041.**

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