

## **P.W.D. CIVIL DIVISION NO. I (BUILDING)**

### **Aims and objectives:-**

Besides construction of new building and infrastructural facilities, P.W.D. is doing the maintenance, repair, preservation, protection and conservation of various public assets that include 1342 dwelling units, 232 number of non – residential buildings including Hospitals, Schools, Police station, Technical and Educational Buildings, plants & Shrubs and lawns and gardens. Providing water supply and electrical supply to all such buildings. Providing approach roads to all buildings.

### **P.W.D. Commits itself to :-**

- Efficiency, promptness and cost effectiveness.
- Habitability, safety and aesthetics of buildings.
- Satisfy user's need within yardstick.
- Efficient recording and monitoring of Grievances / Complaints.
- Attend routing complaints promptly.
- Intimate reasons of delay.
- Courteous behaviour by staff / workmen.
- Make available details of services rendered.
- Programme works for ensuing year by 30<sup>th</sup> April.
- Improvement by eliciting feedback on performance.

### **PWD has expectation from users :-**

- Co – Operation with maintenance staff.
- No unauthorized additions / alterations in the premises.
- Use premises for its bonafide purpose.
- Non tampering /overloading the equipment / installations.
- Care for public property.
- Restore premises and produce 'no dues' for water supply and electricity.
- Vacating of premises where ever allotment is cancelled / expired.
- Keep informed senior officers of the grievances not attended.

All written requests / complaints will be acknowledged within a week from their receipts followed by an interim reply on progress, development and the jobs wherever feasible and possible within one month.

## Details of business transacted by the department : -

Sr. No.	Activity.	Action being taken	Time of disposal.
1	Construction of building works of various department under the administration of Dadra and Nagar Haveli other than the buildings in the charge of Panchayat.	Funds are to be kept at the disposal of PWD. Requirement in details to be communicated to PWD in the form of letter and drawing wherever available. The Secretary of the concerned department should approve the proposal and drawing. The required land is to be acquired and to be handed over to PWD for Construction.	It depends on the size of buildings and different stages of activities to be conducted like availability of land, drawing and estimate, engaging architect etc.
2.	Maintenance of Residential and non - residential buildings as requested by the occupants of residential and non - residential buildings. Or as indentified by the PWD.	No forms are prescribed. Application in letter is sufficient.	In case of urgent work immediately. Other, within one month, subject ot availability of fund, man and material.
3.	Internal electrification of Govt. residential and Non - Residential buildings.	The user department or occupant may apply to PWD Division No. (Bldgs) in prescribed form for maintenance and re - electrification. The required fees are to be paid, if any electrification work will be done.	One month.
4.	Internal water supply for Govt. Residential and Non - Residential building.	The user department or occupant will have to appy in letter to PWD Civil Division No. I (Bldgs) alongwith their changes for if any for maintenance.	One month.
5.	Invitation of tender for awarding contract work.	The tendering limit of various works are as under : - Class of Tendering Contractor Limit Class AA Unlimited Class A 300 lacs. Class B 100 lacs Class C 50 lacs Class D 30 lacs Class - E - 1 10 lacs Class - E - 2 4 lacs	

Contract Persons / Officers : -

## 1. Executive Engineer

PWD Civil Division No. (Bldgs),

Dadra and Nagar Haveli,

SILVASSA

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