

# **PUBLIC WORKS DEPARTMENT, CIVIL-DIVISION NO.I(BUILDING)**

## **AIMS AND OBJECTIVES:-**

Besides construction of new building and infrastructural facilities, PWD is doing the maintenance, repairs, preservation, protection and conservation of various public assets that include 1338 dwelling units, 230 numbers of non-residential buildings including hospitals, schools, police station, technical and Educational buildings, plants and shrubs and gardens. Providing water supply and electrical supply to all such buildings. Providing approach road to all the buildings.

## **PWD COMMITTS 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 routine complaints promptly.
- Intimate reasons of delay.
- Courteous behavior 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 EXPECTATIONS FROM USERS:-**

- Co-operation with maintenance staff.
- No unauthorized additions/alterations in the premises.
- Use premises for its bonafide purpose.
- No tampering/overloading the equipment/installations.
- Care of 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.

**DETAILS OF BUSINESS TRANSACTED BY THE DEPARTMENT:-**

<b>Sr.No.</b>	<b>Activity</b>	<b>Action being taken</b>	<b>Time of disposal.</b>
1	Construction of building works of various department under the administration of Dadra and Nagar Haveli other than the building 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 building and different stages of activities to be conducted like availability of land, preparation of drawing and estimate, engaging architect, etc.
2	Maintenance of residential and non-residential buildings as requested by the occupants and non-residential buildings. Or as identified by the PWD.	No forms are prescribed. Application in letter form is sufficient.	In case of urgent work immediately other, with availability of fund, man and material.
3	Internal electrification of buildings.	The user department or PWD as the case may be to apply to Electricity department in prescribed form alongwith test certificate. The required fees are to be paid and electrification will be release.	One month.
4	Internal water supply.	The user department or PWD will have to apply in prescribed form to PWD/SMC alongwith their charges for water supply.	One month.
5	Invitation of tender for awarding contract work.	The tendering limits of various works are as under Class of tendering. <b>Contractor                      Limit</b> ClassAA                      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.	

**Contact persons/officer:-****N.C.PATEL,****(I/c) Executive Engineer,****P.W.D. Civil-Division No-I(B),****Dadra and Nagar Haveli, Silvassa.****Phone:- 0260-2642350, 2631272.****Fax:- 0260-2643441.****E mail:- ee-bldg-dnh@nic.in**