

Government of West Bengal
Public Works Department
'NABANNA' (8th floor), 325, Sarat Chatterjee Road, Howrah-711 102

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Memo No.: 18-ACS/PWD

Date: 03/12/2019

To,
The Additional Chief Secretary / Principal Secretary / Secretary

.....Department, Government of West Bengal.

District Magistrate.....

Sub: Guidelines / SoP for taking up works of Government departments by PWD.

Public Works Department deals with a number of projects of State Government departments for which administrative approval is obtained from the concerned department. It has been observed that in many cases completion of the projects within the original scope of work could not be accomplished in time. The main reason for this seems to be frequent changes in specifications/design and scope of work even after the administrative approval for the project is accorded by the requisitioning department. This leads to cost and time over runs and also leads to difficulties in execution.

2. It is therefore felt necessary to bring out a set of guidelines / Standard operating Procedure (SOP) for the planning stage itself for timely completion of the projects particularly building projects. The administrative Department needs to provide requisition with all necessary inputs i.e. land details and availability, type and nature of services to be provided (both civil and electrical) etc. A format for requisition is enclosed herewith which needs to be filled up along with the request for taking up of a new project. The format contains category-wise standard specifications for finishing items which require to be finalized during the project preparation stage in order to prepare a realistic DPR for timely completion of a project and in order to avoid changes during execution of the project. This will also reduce frequent revision in the project and avoid cost increases.

Memo:- 5151/CE/S2/PWD dt: 4/12/19

All S.E.s, P.W.D.

All E.E.s, P.W.D.

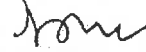
For inf. & compliance
of the above as desired.

CE.
S2 P.W.D

04/12/19

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3. Suggestions for improvements in the process are welcome.



Additional Chief Secretary
to the Government of West Bengal

Memo No.

Date:

Copy forwarded for information to:

1. The Engineer-in-Chief & Ex-Officio Secretary, P.W.D
2. The Chief Engineer (H.Q), P.W.Dte.
3. The Joint Secretary (Works), P. W. D.
4. The Chief Engineer, South / West / North Zone, P.W.Dte.



Additional Chief Secretary
to the Government of West Bengal

FORMAT FOR REQUISITION
(To be filled up the Requisitioning Authority)

Name of the Project: _____

Name of the Requisitioning Department: _____

A) LAND DETAILS:

- 1) Site details as finalised by the Requisitioning Department. Whether joint visit with PWD was made:
- 2) Area of land:
- 3) Mouza/J.L.No.Plot No./Dag No./Premises No./Word NO./Borough No.
- 4) Copy of ROR (Whether enclosed):
- 5) Whether Land is ready for hand over and free from all encumbrances
- 6) Whether Mapping of structure and utilities completed and requisite clearance for the same obtained.
- 7) Plan for Utility shifting, felling of trees and land purchase proposal, if any.

B) BUILDING DETAILS :

- 1) Type of Building
 - a) Masonry (Upto 3 stories only)
 - b) R.C.C. Structure (more than 3 stories)
- 2) Future provision of extension, if any
- 3) Details of office/service space required. No. of floors. No. and type of rooms, halls and other spaces including kitchen, washroom types and numbers required:
- 4) Number of Car Parking:
- 5) Boundary wall:
 - i) Permanent Decorative
 - ii) Permanent Ordinary
 - iii) Temporary
 - iv) Height

6) Category of the building structure A/B/C/D

(Refer to Annexure-I & II for specification details for each type)

7) Rain Water Harvesting System (Whether Required)

C) OTHER SPECIFIC REQUIREMENTS, IF ANY :

Date: _____

Name: _____

Designation: _____

Signature: _____

of the Requisitioning Authority

Details of specification to be used for indicating type of finishing required.

Annexure-I

<u>SPCIFICATION</u>	<u>CATEGORY OF BUILDING (CIVIL WORKS)</u>			
	A	B	C	D
FLOORING	i)Marble/Granite/Wooden Floring-AC-4 Grade/Double Charged Vitrified Digital (800x800 size) Full Vitrified (Homogenous)	i)Double charged vitrified Tiles in Rooms & Corridors	i) Kota in circulation area	i) IPS Flooring in circulation area
			ii)Double Charges vitrified in Rooms	ii)Marble of size not exceeding 600mmx600mm (For Drawing cum Dinning, Kitchen & Toilet
	ii)Anti-Skid Vitrified / Ceramic Tiles in floor & Glared Wall cladding upto 2100 mm height	ii)600mmx600mm Marble or Ceramic Tiles in Toilet	ii) 600 mmx600 Marble or Ceramic Tiles in Toilet	ii) Black Stone in Kitchen top
WALL PAINTINGS/ FINISH				
A)Internal Painting	a)Wall paper/Wall Painting/Stone Finish/Vitrified Tiles /Acrylic Finish	a)Plastic Paint with putty	a)Distemper with two coats of primer over POP	a) Distemper with one coat of primer over POP
B)External Painting	a)Mural/Putty followed by primer & Acrylic paint/Structural Glazing/Glass Mosaic/ACP Cladding/Sand Stone Cladding/Special Treatment with creepers	b)High quality weather coat	b)Low category weather coat	b)Snowcem

DOOR	CATEGORY OF BUILDING (CIVIL WORKS)			
	A	B	C	D
a)Main Door	a)50 mm Teak Panelled Door	a) 50 mm Teak Panelled Door	a)Panelled Door	Panelled Door/Collapsible Gate/Rolling Shutter.
b)Other Door	b)Flush Door/Delux Decorative	b)Delux Decorative Flush Door/Rimless Flush Door	b)Flush Door	b)Flush Door
c)Toilet Door	c)Rimless glass door/FRP	c)FRP	c)P.V.C.Door	c)P.V.C. Door
d)Window with Grills	d)Aluminium window with coloured anodized powder coated glazed sliding/casement window	d)Aluminium window with coloured anodized powder coated glazed sliding/casement window	d)Aluminium window with coloured anodized powder coated glazed sliding/casement window	d)Steel openable glazed window
e)Roof Treatment	e)APP Sheet over a screed concrete	e)APP Sheet over a screed concrete	e)APP Sheet over a screed concrete	e)APP Sheet over a screed concrete

SANITARY & PLUMBING FIXTURES	CATEGORY OF BUILDING (CIVIL WORKS)			
	A	B	C	D
	i)Spun type Soil Pipe conforming to IS 3899	i)Spun type Soil Pipe conforming to IS 3899	i)Spun type Soil Pipe conforming to IS 3899	i)Spun type Soil Pipe conforming to IS 3899
	ii)Concealed CPVC pipes	ii)Concealed CPVC pipes	ii)Exposed CPVC pipes	ii)Exposed CPVC/G.I.pipes
	iii)Special type of S&P with premium type of fixture and fittings	iii)Special type of S&P with premium type of fixture and fittings	iii)Ordinary type of S&P (exposed)with ordinary type of fixture and fittings	iii)Ordinary type of S&P (exposed) with ordinary type of fixture and fittings
	iv)Concealed Cisterns with wall hanging Commode cased			

Annexure-II

ELECTRICAL REQUIREMENTS:

Sl. No.	Description of requisite item	Whether required Yes/No
1.	Source of Electrical power	
2.	Internal E.I. work	
3.	Compound lighting/Faced lighting	
4.	Lift	
5.	Air Conditioning System	
6.	Emergency/Alternate power source i.e. Silent DG	
7.	UPS Back Up	
8.	Smoke & Fire detection and alarm system	
9.	Solar Photovoltaic Power station	
10.	Lighting Conductor	Conventional ESE Lighting Arrester
11.	Glow signage board	
12.	Stage Lighting	
13.	EPBAX/Intercom	
14.	Audio visual system/Paging (PA)system/Video Conference	
15.	Electronic Surveillance System(CCTV)	
16.	LAN/WAN	
17.	Smart Class room	
18.	Computer & Accessories	
19.	Any other special requirement	

N.B. : Service connection charge will be paid out of the sanctioned funds but agreement will be made by the occupying authority and payment of electricity charges will be ;made by the occupying authority.

Date:

Name _____

Designation _____

Signature _____

Of the Requisitioning Authority