No. AN/I/026/Pdicy  Dated: 13/09/2021

To,

1. All IDAS Officers (under PCDA WC)
2. All Sub-offices (under PCDA WC)

PERFORMANCE APPRAISAL POLICY FOR OFFICERS/STAFF ASSIGNED THE TASK OF MANAGING DAD ESTATES

1. **Background:** PCDA (WC) is designated as Estate Officer for all Estates under the jurisdiction/management of PCDA (WC). Due to vast spread of jurisdiction of PCDA (WC) it has become imperative to have DAD estates at various locations and a system to manage these estates efficiently. The Nominated Estate Managers and respective AOGES with GEs providing maintenance cover, as detailed in Annexure “A” would work under the superintendence and guidance of Addl. CDA/Jt.CDA and Dy.CDA (Admin)/GO (Admin) and would look after the maintenance and construction works of DAD Estates and also facilitate coordination amongst various agencies and stakeholders. This policy will ensure a more proactive approach on the part of the Nominated Estate managers and officers providing support to Nominated Estate Managers to help address the issues in an effective manner. The organizational chart depicting the relation is given in Annexure “B” to this letter.

2. **This policy is being framed to ensure:**
   a) Proper maintenance of existing DAD Estates;
   b) Timely execution of ongoing projects and consequent maintenance of DAD Estates.
   c) Fixing responsibility of officers and staff entrusted with management of DAD Estates.

3. **Requirement of specific Policy:**
The need/requirement for drafting this policy has arisen due to dilapidating condition of existing DAD Estates and inordinate delay in execution of new projects. This is due to inept management, absence of regular physical verification and lack of liaison with the executive authorities. This has also resulted due to lack of mechanism that fixes responsibility and facilitates punitive and corrective action. The delay in executing projects and lack of maintenance of DAD Estates has caused a negative impact on Morale and motivation of officers and staff posted at various locations. Need is felt to pinpoint the responsibilities of concerned officers and sensitize them regarding the importance of maintaining of DAD Estates and timely execution of projects.

4. **Performance based Appraisal/Transfer Policy:**

   a) The PCDA has the authority to transfer employees to positions within the command to maintain efficient and productive workflow and results. As such all Nominated Estate managers are directed to maintain an acceptable level of performance including but not limited to taking of corrective action or for resolution of previous non-action.

   b) The PCDA, in consultation with Addl. CDA/Jt.CDA and Dy.CDA (Admin), shall review the performance of Nominated Estate managers on quarterly basis and will take necessary action in respect of Nominated Estate managers and other associated officers whose performance is not up to the required standards. In case of lapses or dereliction of duty which causes delay in completion of a project or due to non-maintenance of present estates, the responsible officers and staff can be transferred even before completion of their stipulated tenure on rotational transfer assignment/sensitive assignment besides initiating any other suitable disciplinary action as deemed fit by the Competent Authority.

   c) The achievement or non-achievement of tasks as elaborated in this policy for Nominated Estate managers will also be reflected in their Annual Performance Appraisal Reports.

   d) Further, achievements/extraordinary efforts/progress of teams shall be recognized by way of acknowledgement on DAD day. AN-MAP Section (Main office), shall compile every year, performance of all nominated Estate Managers and 3 best performing teams shall be felicitated on DAD day every year. Approval for the best teams will be taken by AN-I Section (Local) from PCDA (WC) on recommendation of AN-MAP Section.
5. **Duties & Responsibilities of Nominated Estate Managers:**

(I) **In case of existing DAD Estates:**

(A) **Primary responsibilities:** The Nominated Estate Manager shall be primarily responsible for the proper maintenance of DAD Estates under their jurisdiction and timely execution of projects currently under progress. They are responsible for maintaining various items of works to upkeep the Office Buildings, residential accommodation and transit facility in the campus. Maintenance works relating to Horticulture, Electrical, Plumbing, and Carpentry etc. in liaison with different agencies entrusted with execution of the same. The Maintenance shall not be limited to complaint redressal but shall include all necessary measures for proper upkeep of the assets. Similarly, the Nominated Estate Manager shall keep a close watch on the progress of the on-going projects and liaise with the appropriate authorities and stake holders for proper and timely execution of the projects. Whenever, any systemic issues are noticed, it is the responsibility of the Nominated Estate Manager to bring it to the notice of PCDA (WC) through Quarterly reports introduced under this policy. Initiation of new works to redress systemic issue noticed at station would be primary responsibility of the Nominated Estate Manager.

(B) **Appointment of Caretaker:** One caretaker, preferably a Senior Auditor, is to be appointed for each station, except Chandigarh, where separate caretaker for office and residential accommodation may be nominated. The appointment of Caretaker shall be for one year and he shall be eligible for extra work allowance at a uniform rate of 2% of the basic pay per month. Conditions for appointment of caretaker shall be governed by Ministry of Finance Department of Expenditure OM No. 12-3/2016-E-III (A) dated 20th July,2017. Nomination for caretaker shall be submitted to AN (MAP) Section (Local) for approval by the Competent Authority.

(C) **Maintenance of Complaint Register:** The day to day repairs and maintenance works in the staff quarters and office buildings as per the complaints received from the users shall be entered in the complaint register. The buildings shall also be inspected at regular intervals and the necessity of the repairs and replacements shall be recorded and action taken accordingly. Complaints register pertaining to all the maintenance works shall be properly maintained. Any complaints, repairs relating to the buildings, furniture, equipment’s, etc., shall be
entered in the complaint register by the user. The complaints shall be seen weekly by SAO/AO/AAO (AN) assigned the task by the Nominated Estate Manager, in stations where IDAS officer is Nominated Estate Manager and register be put up to Nominated Estate Manager once in a month, while in other stations complaints shall be seen by Nominated Estate Manager on weekly basis. After the complaints are attended to and completed, the user shall sign in the complaint register confirming the completion of the work. Any suggestions/input or complaint etc. provided by visitors in the visitor’s book to be maintained in transit facility must be taken into consideration.

(D) **Annual Stock taking of Assets:** As laid down in GFR annual stock taking of all assets of Transit facility, office and residential accommodation shall be the responsibility of Nominated Estate Manager. Report in this regard shall be submitted to AN-XI/AN-MAP.

(E) **Duties regarding Maintenance of Present assets of DAD:**

a) Maintenance of the buildings, viz., office buildings and residential staff quarters. Maintenance of clean and green environment with necessary horticulture works etc.

b) Periodical painting of office buildings and staff quarters.

c) Maintenance of all electrical, electronic and mechanical equipment’s pertaining to the Office and maintaining the inventory of the same.

d) Maintenance of all office furniture.

e) Providing necessary physical arrangements during visit of inspecting officers or dignitaries.

f) Water management by taking up necessary steps in conservation of water by implementing rain water harvesting systems etc.

r) Power management by taking up necessary steps to conserve and save electricity by introducing solar energy power systems.

h) Liaison with local authorities like MES, Municipal Corporation, Cantonment board, etc.

i) To supervise implementation of all annual maintenance contracts (AMCs pertaining to the above works) i.e.,

i. AMC for Horticulture, Electrical, Plumbing, Carpentry,

ii. AMC for Outsourcing services in Transit facility/office,

iii. AMC for Fire extinguishers,

iv. AMC for telephone instruments and lines
v. AMC for mosquito and pest control.

j) Submission of proposals in respect of construction works, obtaining approval of the competent authority and execution of the works by the approved agency.

k) Supervision, control and allotment of staff quarters.

l) To ensure receipt, checking and submission of proposals for payment of electricity bills, telephone bills, water bills etc.

m) Handing over and taking over of inventory of the staff quarters.

(F) Constitution and regular interaction with RWA: It will be the responsibility of nominated Estate Manager that RWA is duly constituted with the approval of Competent Authority and it functions as per the byelaws/article of association.

(G) Close Monitoring on utilization of maintenance funds allotted for the station.

(H) Timely initiation of case for re-appropriation of transit facility.

(II) In Case of new Projects/Upcoming Projects:

(A) Close liaison with MES/other agencies to ensure quality of work execution in timely manner.

(B) To supervise the work until its completion and its final handing over to the department;

(C) To take up appropriate action regarding deviations / modifications / additions etc.

(D) Proper Budget Management with timely booking of funds

6. Proposals for new Construction Works/Projects

The Nominated Estate Manager shall take up an item of work for obtaining administrative as well as financial sanction after observing the following procedures / requirements:

a) Arranging preparation of designs and drawings and RIC in respect of works.

b) Arranging preparation of AEs;

c) Preparation and submission of proposals to Estate Officer;

d) To pursue follow-up action after obtaining the above approvals;

e) To supervise the work until its completion and its final handing over to the department;

f) To take up appropriate action regarding deviations / modifications / additions etc.
g) All requests for approval of DAD Capital works/Projects and Maintenance Services shall invariably be accompanied by documents as detailed in this office circular No. AN/XII/1847/AWP/2020-21 dated 22/03/2021 (Annexure “C”).

h) AN-MAP Section (Local) to maintain a station wise register wherein all requests or proposals received shall be noted and shall be watched till finalization. Register shall be put up to Dy. CDA (AN) on Quarterly basis by AN-MAP Section (Local).

7. **Quarterly Progress Report** of Activities undertaken by Nominated Estate Managers:
   a) A Quarterly report addressed to the Estate Officer, on separate Proforma for maintenance of existing Estates as per Annexure “D” and progress of on-going projects as per Annexure “E”, shall be submitted to AN (MAP) section of Main office. The report relating to a Quarter is to be submitted up to the 10th working day of the subsequent month.
   b) This report may be submitted to PCDA (WC) through Addl. CDA/Jt. CDA and Dy.CDA (AN) by AN-MAP Section (Local). After finalization of above process, a copy of report be submitted by AN-MAP to AN-I Section (Local) which shall put up the recommendations/remarks of the PCDA with DAPB/Administration for considering the transfer/posting of officers/staff members.

8. The above duties and responsibilities are only indicative in nature and not exhaustive and may be treated as guidelines for Nominated Estate Managers.

This issues with the approval of the PCDA (WC).

(Sahil Goyal)
Dy. Controller

Copy to:
1. CGDA, Ulan Batar Road, Palam, Delhi Cantt.-10
   For kind Information w.r.t. above.
2. PA to PCDA
   For Information w.r.t. above.
3. AN-MAP Section (Local)
   For compilation of Quarterly reports and submission for perusal of the Competent Authority.
4. AN-I,II & IV Section (Local)
   For Information w.r.t. above.
5. IT&S Cell (Local)
   For uploading on website of PCDA (WC).

(N.C. Dogra)
Sr. Accounts Officer (Admin.)
## Annexure "A"

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Property (Office/Residential/Transit Facility)</th>
<th>Station</th>
<th>Nominated Estate Manager</th>
<th>OFFICERS COVERED UNDER THIS APPRAISAL POLICY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Office, Residential Accommodation, Transit Facility</td>
<td>Chandigarh</td>
<td>Dy.CDA (AN)</td>
<td>SAO (Admin) (MAP/AN-XII) AAO (Admin) (XII) AO GE Chandigarh</td>
</tr>
<tr>
<td>2.</td>
<td>Office, Residential Accommodation, Transit Facility</td>
<td>Pathankot</td>
<td>In-Charge, AAO (Pay) WC Pathankot</td>
<td>SAO (Admin) AAO (Admin) AO GE Pathankot</td>
</tr>
<tr>
<td>3.</td>
<td>Office, Residential Accommodation, Transit Facility</td>
<td>Jalandhar</td>
<td>In-Charge, AAO (Pay) WC Jalandhar</td>
<td>SAO (Admin) AAO (Admin) AO GE (East) Jalandhar</td>
</tr>
<tr>
<td>4.</td>
<td>Office, Residential Accommodation, Transit Facility</td>
<td>Ambala</td>
<td>LAO (A) Ambala</td>
<td>LAO(A) Ambala AAO LAO(A) Ambala AO GE (S) Ambala</td>
</tr>
<tr>
<td>5.</td>
<td>Office, Residential Accommodation, Transit Facility</td>
<td>Subathu</td>
<td>In-Charge, PAO (ORs) 14 GTC Subathu</td>
<td>SAO (Admin) AAO (Admin) AO GE S/H Kasauli</td>
</tr>
<tr>
<td>6.</td>
<td>Residential Accommodation, Transit Facility</td>
<td>Sanjouli, Shimla</td>
<td>LAO (A) Shimla</td>
<td>LAO (A) Shimla AAO LAO (A) Shimla AO GE Jutogh</td>
</tr>
<tr>
<td>7.</td>
<td>Residential Accommodation</td>
<td>Yol</td>
<td>LAO (A) Yol</td>
<td>LAO (A) Yol AAO LAO (A) Yol AO GE Yol</td>
</tr>
<tr>
<td>8.</td>
<td>Office, Residential Accommodation</td>
<td>Kapurthala</td>
<td>AOGE Kapurthala</td>
<td>AOGE Kapurthala ALO (A) Kapurthala AO GE Kapurthala</td>
</tr>
<tr>
<td>9.</td>
<td>Office, Residential Accommodation, Transit Facility</td>
<td>Amritsar</td>
<td>LAO (A) Amritsar</td>
<td>LAO (A) Amritsar AAO LAO (A) Amritsar AO GE Amritsar</td>
</tr>
<tr>
<td>10.</td>
<td>Office Delhi Cantt (RRRC)</td>
<td>In-Charge, PAO RRRC Delhi Cantt</td>
<td>SAO (Admin) AAO (Admin) AO GE (P) East Delhi Cantt</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Office, Residential Accommodation, Transit Facility</td>
<td>AAO (P) Delhi Cantt</td>
<td>In-Charge, AAO (Pay) WC Delhi Cantt</td>
<td>SAO (Admin) AAO (Admin) AO GE (P) East Delhi Cantt</td>
</tr>
<tr>
<td>12.</td>
<td>Office, Residential Accommodation</td>
<td>Ferozepur</td>
<td>LAO (A) Ferozepur</td>
<td>LAO (A) Ferozepur LAO (A) Ferozepur AO GE (East) Ferozepur</td>
</tr>
</tbody>
</table>
ORGANIZATION CHART

ESTATE OFFICER
PCDA (WC)

NOMINATED ESTATE MANAGER
IDAS Officer at the station. SAO/IO in absence of any IDAS officer

Sr. Accounts officer (AN)/Asstt. Accounts officer (AN) associated with the Nominated Estates Manager for stations where IDAS officer is Nominated Estate Manager. SAO/AO as Nominated Estate Manager in other cases.

AOGE providing maintenance cover to DAD Estate

Annexure “B”
CIRCULAR

To
The AAO (Pay) WC, Delhi Cantt.
The AAO (Pay) WC, Jalandhar Cantt.
The AAO (Pay) WC, Pathankot
PAO (ORs) 14 GTC Subathu
PAO (ORs) RRRC, Delhi Cantt.

Subject: - Concurrence of IFA for DAD capital works/Projects and maintenance services.

As per directions issued vide CGDA, Delhi Cantt, letter no. AN/IXII/180/1/Rev/V dated 15.06.2020, the delegated power of PCDAs/CDAs for DAD Capital Works/Projects and maintenance Services will be exercised with the concurrence of the respective Integrated Financial Advisor (IFA).

Accordingly, concurrence of IFA(WC) Chandimandir is required for processing the new DAD projects under this organization. The following documents may invariably be enclosed while sending requests for approval of DAD Capital Works/Projects and Maintenance services in future:

(I) Convening Order for Board of Officers by HOO
(II) Recommendations of Board of Officers
(III) Detailed Statement of Case, duly justifying the proposal
(IV) Approximate Estimate part I & part II
(V) Engineer Appreciation
(VI) Market Variation rate, Star rates, Standard Schedule rates etc.
(VII) Certificate to the effect that Special Repair/similar work has not been carried out during last 5/10 years
(VIII) Recommendations of Head of Office
(IX) Copy of the relevant correspondence in the proposed case

The above points may please be strictly complied with in future while sending proposals for DAD Capital Works/Projects and Maintenance Services for approval to this office.

This is issued with the approval of FCA (AC) DCDATAN

ANNEXURE "C"

DISTRIBUTION -

1. IT&S Cell (Local) — For uploading a copy of this circular on the website
2. LAO (A) Ambala
3. LAO (A) Amritsar
4. LAO (A) Yol
5. ALAO (A) Kapurthala
6. LAO (A) Shimla
7. AO GE Chandigarh
8. All other sub-offices
9. Guard file/Sanction file
Annexure "D"

Proforma for Quarterly Report on Maintenance of DAD Estates (Office Building/Residential Accommodation/Transit Facility (TF))

(Report to be sent through E-mail only to AN-MAP)

(use separate Proforma for separate type of estates)

Station: Nature of property:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Details of progress/Work done</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Details of work carried out</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Complaints Status</td>
<td>Received</td>
</tr>
<tr>
<td>3</td>
<td>Color photographs of maintenance work carried out and general status of Estates during the quarter</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Transit Facility status</td>
<td>No. of Bookings in TF</td>
</tr>
<tr>
<td>5</td>
<td>Allotment under code head—Maintenance</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Expenditure booked</td>
<td>Quarterly</td>
</tr>
<tr>
<td>7</td>
<td>Copy of Complaint register to be enclosed for QE</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Any systemic issue noticed/work regarding attention of Main office</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Comments of Nominated Estate Manager on support provided by AOGE</td>
<td></td>
</tr>
</tbody>
</table>

Name of SAO/AO (AN)__________________________
Name of AAO (AN)__________________________
Name of Caretaker__________________________
(to be recommended by Nominated Estate Manager and approved by PCDA (WC))

(Signature of Nominated Estate Manager)
Annexure “E”

Proforma for Quarterly Report on Progress of **Ongoing DAD projects**
(Office Building/Residential Accommodation/ Transit Facility TF)
*(Report to be sent through E-mail only to AN-MAP)*

*(use separate Proforma for separate type of asset)*

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Details of progress/Work done</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Details of work carried out</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Percentage completion of work (%)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Color photographs of present status (Current photographs)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Issues faced and action taken for resolution including action sought from Main office</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Allotment under code head----</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Expenditure booked Quarterly Cumulative</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Any systemic issue noticed/work regarding attention of Main office</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Comments of Nominated Estate Manager on support provided by AOGE</td>
<td></td>
</tr>
</tbody>
</table>

Name of SAO/AO (AN)____________________
Name of AAO (AN)______________________
Name of Caretaker______________________
*(to be recommended by Nominated Estate Manager and approved by PCDA (WC))*

(Signature of Nominated Estate Manager)