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F.No. N-20011/28/2013-E.II
Government of India
Ministry of Road Transport and Highways
(Establishment II Section)

New Delhi, the 12th August 2013OFFICE ORDER

Sub: Norms for setting up of new PMU/PIU for the EPC Project of MORT&H- reg.

The Competent Authority in the Ministry of Road Transport and Highways have approved the following norms for setting up of new PMU/PIU Office for EPC Project in the Ministry:-

- (i) Every PIU shall be headed by an officer of the rank of Superintending Engineer/ Executive Engineer and supported by an officer of the rank of Executive Engineer/ Assistant Executive Engineer. PIU headed by SE will look after the work of worth Rs. 500 Crores or more. The PIU headed by EE will look after the work of worth Rs. 200 Crores to Rs. 500 Crore. The PMU will be headed by a Chief Engineer.
- (ii) Hiring of Office Accommodation

For hiring of office accommodation for PMU/PIU, the norms based on CPWD guideline issued vide OM No.11015/1/98-Pol.I Dtd.07/08/1998 will be as under:

Sr No	Office to be headed by	Carpet area (sq mtr)	Ceiling for rents (Rs)	Maximum limit for Security Deposit & Advance Rent
1	CE / SE	200.00	50,000.00	Three months rent as deposit and one month rent as advance
2	EE	100.00	30,000.00	
3	AEE	80.00	20,000.00	

Note: The above ceilings of rates are applicable for non metro cities and may be increased to 1.5 times for metro cities.

In order to have a uniform procedure for hiring office accommodation for PMU/PIU, the following procedure shall be followed:

- a) An open advertisement in two local / regional dailies shall be given, invariably out of the two regional dailies, one should be of the vernacular language.
- b) In case there is necessity of committing any annual rent increase in the lease Agreement, the same shall be negotiated with the owner and in no case, the annual rent increase shall be more than 4%.
- c) Annual increase of 4% will be admissible only on annual extension and not on new hiring.
- d) In case of non availability of office accommodation within the prescribed monthly rent ceiling, the carpet area shall be reduced up to 75% in each category.
- e) In case of any relaxation sought by a PMU/PIU from the above guidelines, the same should be referred to the HQ with full details / justifications.
- f) The proposed rental ceiling will be valid for a period of 3 years after which, they may be reviewed afresh.

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(iii) Office Furniture

a) The maximum ceiling limit for office furniture of PMU/PIU will be as under:-

Sr. No.	Item	Norms (maximum limit)
i)	Office Table and Chair	1 each for CE, SE, EE, AEE
ii)	Visitor Chairs	15 Nos for each office
iii)	Meeting Table with 12 Chairs	1 set for each office
iv)	Sofa Set (3+1+1 seater)	One for each office
v)	Steel Almirah	5 Nos one of which is with locker for each office
vi)	Filing cabinets	5 Nos for each office
vii)	Air conditioners	1 each for CE, SE, EEs and for Meeting Hall
viii)	Air coolers	5 Nos for each office
xi)	Intercom System	One system for office headed by CE/SE.
x)	Generator/ Invertors	One for each office
xi)	Water Cooler	One for each office
xii)	Water filter	One for each office
xiii)	Fax Machine	One for each office
xiv)	Photocopier	One for each office -Desktop
xv)	Computers	1 each for CE, SE, EE, AEE
xvi)	Smaller Office Table + Chair	One for each for Accountant, Office Assistant & Steno/PA
xvii)	Telephone facilities	As per extant guidelines.
	For CE	
	For SE	As per extant guidelines.
	For EE/AEE	As per functional requirement with the approval of the Competent Authority & as per extant guidelines.
xviii)	Carpet/Venetian blinds/Curtains	As per requirement for CE & SE (Costing not more than Rs.10000/- per room)
xix)	Maintenance Grant for stationery, Electric and Telephone bills etc.	With a cap of Rs.30000/- per month for office headed by CE/SE
		With a cap of Rs. 25000/- per month for office headed by EE.

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- b) One desktop computer may be provided to each employee working in PIU/PMU.
- c) One stand alone laser printer may be provided to each CE / SE and one for two EEs.
- d) In order to share the files and peripherals like printers etc, PMU/PIU may establish local area network by using one computer as server.
- e) Peripherals like UPS etc may be provided as per the computers installed.

For office furniture such as tables, chairs, racks, almirahs, book shelf, AC, air cooler, water cooler, water filter, photocopy machine, fax machine, generator / inverter etc, due procedure for calling quotations at DGS&D rate may be followed. All furniture and equipment shall be of reputed make.

(iv) Supporting Staff

For each PIU unit the supporting staff will be as under:

- a) One PA / Steno will be provided to each CE & SE level officers and one for two EE level officers.
- b) One Office Accountant will be provided to each PIU/PMU.
- c) One Office Assistant will be provided to each PIU/PMU.
- d) One Data Entry Operator to each Ees will be provided.
- e) One Peon to each CE & SE level officer and one for two EE level officers will be provided.
- f) One Chowkidar on full time basis and Safaiwala on part time basis will be provided.
- g) Two site Engineers / Field Engineer will be provided at each PIU/PMU office on case to case basis depending upon the work load and staff.

The above individual / staff shall be engaged on contract basis through the placement agency / security services ensuring the candidates having the following minimum qualifications and experience:

(i) For Stenographers:

- Matriculation from recognized University / Board.
- 3 years of working experience in the relevant field.
- Must possess speed of 80 wpm in shorthand and 30 wpm in typing.
- Should be familiar with MS office in computer.
- Preference will be given to those who possess diploma in secretariat practice / office management from Government Institution / YMCA / YWCA.

ii) For Accountant:

- B Com with minimum 50% marks.
- Five years' experience in accounts and related work.
- Preference will be given to those who have passed intermediate examination of ICA & ICWA.

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iii) For Office Assistant:

- Graduate with minimum 50% marks.
- One year experience in related works.

iv) For Site Engineer:

- Degree in Civil Engineering with more than one year's experience or,
- Diploma in Civil Engineering with more than 5 years' experience.
- Preference will be given to the retired Government officers such as AE / AEE etc.

h) The consolidated emolument proposed for appointment of various individuals can be as under:

i)	PA / Stenographer	Rs.20184/-
ii)	Accountant	Rs.22645/-
iii)	Office Assistant	Rs.15218/-
iv)	Site Engineer - BE (Civil)	Rs.40,000/-
	Diploma (Civil)	Rs.30,000/-
v)	Data Entry Operator	Rs.8000/-
vi)	Peon	Rs.7724/-
vii)	Chowkidar	Rs.7724/-
viii)	Safaiwala (Part Time)	Rs.7724/-

The above consolidated emolument are the maximum upper limits and emolument will be paid as per the amount agreed with the placement agency the respective State Governments from time to time subject to the condition that they are not below the minimum wages laid down by the State Government concerned from time to time.

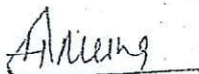
(v) Vehicles for officers

For hiring of vehicles for PIU/PMU staff, the norms are as under:

Sr No	Designation	Type of vehicle	Monthly running ceiling limits
1	Head of the PMU/PIU (CE/SE/EE)	SUV	3,000 kms

The vehicles may be engaged by following normal financial canons / rules and procedures for inviting bids / quotations etc. It may be ensured that the vehicles which are hired shall be of good quality, with proper maintenance for reliable performance.

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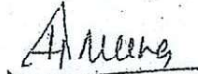


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The above norms to set up PMU/PIU of Ministry for EPC projects are indicative and specific approval is required to be obtained from the Competent Authority indicating the financial implication i.e. recurring and non-recurring expenditure along with the sources of fund for setting up of PIU/PMU.

All concerned, project zones may submit the specific proposal for setting up PMU/PIUs in accordance with the above guidelines with funds requirement and its Budget Head for approval of the competent authority.

This issues with the concurrence of IFD of Ministry of Road Transport and Highways vide their U. O. No. 1400/TF-II dated 12.08.2013.


(H.R. Meena)
Under Secretary to the Government of India
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To,

1. Pay & Accounts Officer (Sectt.), M/o RT&H, New Delhi.
2. O/o the Secretary (RT&H)
3. O/o DG/ADG-I/ADG-II/ADG-III
4. All Chief Engineers
5. All ROs of the M/o RT&H
6. Chairman, NHAI
7. All Section, M/o RT&H
8. Finance wing
9. Cash Section/ General Section/ Library/NIC
10. Office Order Bundle