

**PROFORMA OF PARTICULARS TO BE FURNISHED BY
ADMINISTRATIVE DEPARTMENTS WHEN INITIATING BUILDING
PROJECTS WHICH ARE TO BE EXECUTED BY THE CPWD**

{ Refer Para 4.2 }

PROFORMA 1-A

GENERAL

1. Name of Ministry or Department ...

2. Name of work

3. Location

4. (a) Whether land is available. If so, what is the area available? Whether the local CPWD officer has certified the suitability of site

(b) If the land is not available, whether acquisition proceedings have been initiated, and if so, when possession of land is expected?

5. Approximate cost of the project (whether any limit has been fixed regarding the total cost of the project)

6. Whether any budget provision has been made in the current year. If so, what is the amount provided?

7. Schedule of requirements -

(a) No. of Gazetted Officers__

(i) Senior

(ii) Junior

(b) No. of ministerial and other staff in each room

(c) No. of caretakers and electricians, quarters required

(d) No. of subordinate technical staff in each room

NON-RESIDENTIAL BUILDING

(e) No. of Chowkidars and Group 'D' staff quarters required

(f) No. of garages required-

(i) Open garages

(ii) Closed garages

(g) No. of cycle stands required

8. Special requirements with approximate floor area:-

(a) Common room

(b) Conference room

(c) Visitor's room

(d) Canteen

(e) Recreation room

(f) Inspecting Officers' rest room

(g) Association room

(h) Post office or sub-post office

(i) Laboratory, workshop, telephone exchange, library, lecture hall, etc., as may be specially required

(j) Laboratory, workshop, telephone exchange, library, lecture hall, etc. as may be specially required

9. Services with necessary details--

(a) Whether gas supply is required

(b) Whether water supply is required at places other than toilet

(c) Whether any power supply is required

(d) Whether air-conditioning is immediately Or at a later date

(e) Whether telephone conduits are required to be laid

(f) Whether acoustic treatment is required and if so, where

(g) Any other special requirements, such as ducts, ceiling, special type of flooring, special type of light fittings etc.

(h) Whether any lifts are required-

(i) Passenger

(ii) Goods (Capacity)

10. Number of storeys desired

11. Whether any provision is to be made for future expansion, vertical or horizontal. If so, rough details to be given

12. Any other particulars

NOTE 1. _ Generally lifts are provided for buildings of four storeyed and above. If lifts are required for double or three storeyed buildings, reasons for the provisions of the same may be given.

NOTE 2._ In case of laboratories, telephone exchanges, workshops, etc.

NOTE 3.-Attach separate sheets if the space provided in the proforma is not sufficient.

NOTE 4._ In a technical building, relative position of the rooms may be indicated by means of a rough sketch.

To

(1) Senior Architect

(2) Chief Engineer, Zone

(3) Superintending Surveyor of Works, Zone

(4) Superintending Engineer, Circle

PROFORMA I-B

HOSTELS

1. Name of Ministry or Department
2. Name of the works
3. Location
4. Whether land available, if so, what is the area. If not, whether land acquisition proceedings have been initiated
5. Approximate cost of the project (whether any limit has been fixed regarding the cost of the project)
6. Whether any budget provision is made in the current year's budget, if so, what is the amount provided
7. Whether rooms are to be single, double or treble seated.
8. General requirements of accommodation

A. Students Hostels

- a) No. of postgraduate students
- (b) No. of undergraduate students
- (c) No. of visiting professors, if any
- d) No. of wardens' quarters
- (e) No. of servants' quarters
- (f) No. of garages, cycle sheds, etc
- (g) Whether separate dining halls and kitchen for gents and ladies or for vegetarian and non-vegetarian required

(h) Special requirements_

- i) Common room and lounge
- ii) Canteen
- iii) Reading room and library
- iv) Auditorium
- v) Dispensary and sick bed
- vi) Gymnasium

B. Officers' Hostel

- (a) No. and rank of officers and accommodation required for each
- (b) No. of servants' quarters
- (c) No. of garages, cycle shed etc.
- (d) Whether separate dining halls Required
- (e) Special requirements_
 - i) Attached bath rooms
 - ii) Attached kitchen etc.
 - iii) Common room and lounge
 - iv) Canteen
 - v) Reading room and library
 - vi) Auditorium
 - vii) Billiards rooms
 - viii) Dispensary and sick bed

9. Any other particulars

To

1. Senior Architect

2. Chief Engineer, Zone

3. Superintending Engineer(Planning)

4. Superintending Engineer, Circle.