

PCE CIRCULAR NO. 2 of 2014

Preparation of plans for execution of different works
by various executing agencies.

It has been observed that the approval of plans for various works being executed by various agencies i.e., divisions, construction and PSUs are taking time and there is a scope of giving more attention by officers concerned keeping the following objectives in mind –

- (i) Avoiding/minimizing frequent and major revisions, necessitating Material Modification and increase in scope, cost of estimates and contracts etc.
- (ii) Expeditious and qualitative preparation and approval of plans.
- (iii) Integrated planning (like whole to part survey), instead of planning in isolation.

2. In order to achieve these objectives, the following is to be done.

(a) The various types of plans, to be prepared, are as under -

- (i) Conceptual plan
- (ii) Integrated Master plan
- (iii) Detailed plans

(b) These various plans are to be made for different works as under -

- (i) Development of major colonies into Model Colonies with provision of required staff amenities. (Refer PCE's Circular No.4)
- (ii) Improvement to circulating area and provision of required passenger amenities at important railway stations. (Refer PCE's Circular No. 5)
- (iii) Other important service buildings like hospital, stadium etc.
- (iv) Station yards.
- (v) Bridge works.
- (vi) Track works like level crossings, LWR, L-Section etc.

3. Preparation of Conceptual Plan

It is to be made in advance before proposing any new work in PWP or LAW for total works i.e., various works mentioned above or any one work based on the Master Plan already approved. It is to be made by plotting existing works and proposed modifications/additions, by divisions/Construction Organisation/PSUs etc., as per following sequence.

- (i) It is to be discussed/deliberated upon by a committee of 3 or more concerned officers of division or construction organization etc. as given in para below. The conceptual plan may be made for total works i.e., Station Building, Circulating Area, Station Yard and other important buildings & structures etc., or less works based on Master Plan already approved earlier. It is to be made well in advance, mainly for proposing new works in PWP or LAW.
- (ii) The Conceptual Plan then, is to be discussed by this Committee with the DRM or other higher competent authority and get it approved by them.
- (iii) Lastly, it is to be discussed/deliberated upon by Committee of SAG Officers in HQ as given in para below, before approval of PHODs concerned.

4. Preparation of Integrated Master Plan/GAD

- (i) Integrated Master Plan is to include the station building, circulating area with entry, exit roads, parking etc., stations yards and other important buildings & structures etc. & Model Colonies etc.
- (ii) It is also to be similarly deliberated upon first by executing agency i.e., division etc., and then in HQ before approval of concerned CHOD/PHOD, as described in Para 3 above.

5. Preparation of various Detailed Plans

Various detailed plans to be prepared based on the approved Master Plan, are as under:-

- (i) New development or improvement to existing circulating area showing the Exit/Entry gates, different areas for different types of parking, fountain, landscaping, boundary wall, pay & use toilets, PRS, food plaza, MFC etc. (Refer PCE's Circular No. 5)
 - (ii) New development and improvement to existing station building, showing proposed additions/modifications etc and showing proposed additional passenger amenities by involvement of passengers/their representatives.
 - (iii) Station yards showing all the existing railway lines and proposed line including pit line, stabling lines etc. with complete details i.e. position of bridges, L-xings, points & crossings, signal posts etc.
 - (iv) Various staff amenities in Model colonies and service buildings like hospital, stadium etc. (Refer PCE's Circular No. 4).
 - (v) Bridges, ROBs/RUBs, Limited Height Subways
 - (vi) L-Sections, LWR Plans
 - (vii) Closure, diversion and manning of level crossings etc.
6. The size of each room of station buildings and other buildings are to be worked out as per Para 203(9)(I) of IRWM i.e., by showing no. and size of furniture and other equipments etc., in each room, like private builders, showing arrangement of beds, sofa, dining table etc., in various rooms in flats.
7. Finally, the above plans of important stations, major colonies and important service buildings, to be improved upon by Architect by consultancy contract and to be discussed with the Committee of concerned officers in HQ i.e., COM, CCM, CEE, CPO & PCE etc., before getting approval of GM.
8. For various works i.e., yard remodeling, stations, colonies and other service buildings etc., Master Plan and Detailed Plans will be prepared based on the provisions in the estimate, by the executing organization (Division/Construction/PSUs) with clearly mentioning extra items and extra cost involved, as per estimate sanctioned.

9. Tentative time frame for approval of plans

- (i) DRM and concerning branch officers will discuss/elaborate upon and approve different plans for different works within a maximum of 15 days.
- (ii) In case, there is a disagreement between construction/PSUs & Divisional officers, the same to be forwarded to the coordinating HOD (as given in

- Annexure A) in HQ so that the dispute can be resolved at HQ level within 7 days and observations, if any will be intimated to division etc.
- (iii) After observations of HQ officers, the executing organization will make the final plans on tracing paper/cloth and will obtain the approval of all concerned branch officers and DRM within next 7 days.
 - (iv) After signature of branch officers, DRM will send the original plan to the coordinating HOD for getting signatures of HQ officers. While sending the plan to HQ, DRM & CE (Con)/CPM(RVNL) concerned may also indicate the priority/urgency and tentative date of requirement of approval of the plan, based on overall planning and Bar/PERT chart for the execution of works. The plans of only those works which are targeted for completion in current financial year, are to be given 1st priority.
 - (v) The coordinating HOD will send the plans to concerned PHODs/CHODs who will approve the plans within 7 - 15 days.

10. The concerned officers for approval of various plans in-charge and HQ

The above mentioned various plans are to be made on Autocad, showing existing and proposed addition/alterations and new works in different colours. These plans are to be deliberated upon and signed by the committee of officers as per enclosed Annexure A.

(J.S. Gupta)
Principal Chief Engineer

[Signature]
27/03/14

No. W4/374/CE's Circulars/Pt.I/ 1739

dated 07.03.2014

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Copy to :

1. Secy to GM for kind information of GM please.
2. COM, CCM, CSTE, CEE, CME, CPO
3. CAO/Con, CPM/RVNL/BBS -I, II, & III, CPM/RVNL/R & VSKP
4. DRM/KUR, SBP & WAT
5. All HODs of Engg. department
6. Sr.DEN/Co-ord/KUR, SBP & WAT. They should circulate copies to concerned Branch officers in the division.

Annexure A

* Indicates the co-ordinating HOD.

Sl.No.	Plans	In Division	In HQ
(i)	Conceptual Plan and Master Plan including yard, station building, circulating area and other buildings.	Sr. DOM, Sr. DCM, Sr. DEN/Estate, Sr. DEE/G, Sr. DEN/Co, DRM & Other concerned officers	COM, CCM, CEE, CGE*, PCE & other concerned officers
(ii)	Detailed plan of station buildings showing proposed amenities and showing size of rooms, based on No. & size of furniture etc,	Sr. DOM, Sr. DCM, Sr. DEN/Estate, Sr. DEE/G, & DRM	COM, CCM, CEE, CE/Plg* & PCE
(iii)	Detailed plans of circulating area showing entry/exist gates, 4wheeler, 2wheeler parking etc.	Sr. DCM, Sr. DEE/G, Sr. DEN/Estate & DRM	CCM, CEE, CE/Plg* & PCE
(iv)	Station yards, sidings etc. including pit line stabling lines, loco shed etc.	Sr. DOM, Sr. DEE, Sr. DSTE, Sr. DME, Sectional Sr.DEN, Sr. DEN/Co & DRM	COM, CEE, CSTE, CCM, CME, CGE*
(v)	Master Plans of Model Colonies and other colonies.	Sr. DPO, Sr. DEE/G, Sr. DEN/Estate & DRM	CPO, CEE, CGE* & PCE.
(vi)	Detailed Plans of Residential buildings & Service buildings including Running Rooms, Rest Houses, Hospitals, Stadium etc.	Officers of user Deptt, Sr. DEE/G, Sr. DEN/Estate & DRM	PHOD/CHOD of user Deptt, CEE, CE(Plg)* & PCE
(vii)	GAD and other drawings related to Bridges, ROBs, RUBs, LHS, FOBs etc., GAD of Track crossings, Structural drawings.	Sectional Sr. DEN, Sr.DEE/TRD (if involved), Sr. DEN/Co & DRM	CBE*
(viii)	L-xings closure, diversion, manning, Interlocking etc., LWR plans etc.	Sectional Sr. DEN, Sr. DEN/Co & DRM	CTE*
(ix)	L-Section	Sectional Sr. DEN, Sr. DEN/Co & DRM	CGE*

The detailed checklist of various items to be checked in various plans, prepared by executing agency will be issued separately by CTE, CBE, CE/Plg & CGE for expeditious finalization of plans.

