

PUNJAB SMALL INDUSTRIES AND EXPORT CORPORATION LIMITED

Office Order

A Committee of the officers is hereby constituted to sort out and decide the issues as per Annexure 'A' relating to renovation of Udyog Bhawan before the tenders are finalized. This committee will also have full powers to take all decisions regarding minor addition and alteration during the execution of work.

The committee shall comprise of following officers:-

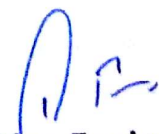
Sr. No.	Designation of officer	
1	AMD, PSIEC	Chairman
2	CGM (Estate)	Acting Chairman till the joining of AMD
3	CGM (F&P)	
4	GM (Export/RTI)	
5	GM (Planning/Store/Mining)	
6	SE	
7	EE-III	Convener

Dispatch No. PSIEC/EE-HQ... 777  
Dated: 21-3-18

Managing Director,  
PSIEC, Chandigarh

CC:-

1. AMD, PSIEC
2. CGM (Estate)
3. CGM (F&P)
4. Technical Consultant
5. SE, PSIEC
6. GM (Export/RTI)
7. GM (Planning/Store/Mining)
8. GM (Personnel)
9. EE (Electrical)
10. Programmer
11. Manager (Personnel).

  
Executive Engineer -III  
PSIEC, Chandigarh

## ANNEXURE 'A'

Following issues shall be decided by the committee before the tenders for the work are finalized

- a. **Shifting of staff during renovation period.** It is proposed that one floor shall be renovated at a time and basement/canteen may be used for the shifting of record/ staff during the renovation period of each floor. The following actions and decisions need to be taken
  - i. Some old cars are lying at the basement and the concerned wing should be asked to auction or remove these cars to get the space vacated
  - ii. Also some space is occupied by khadi board which needs to be got vacated before renovation
- b. **Shifting of record during renovation period.**
  - i. There may be lot of record in PSIEC which is quite old. Possibility of weeding of that record may be explored as per rules.
  - ii. List of record may be made as per the proposed zone
  - iii. Record needs to be divided as per proposed zonal offices and record keepers need to be posted accordingly. Each record keeper may be handed over the record of each wing and each zonal office.
  - iv. Some cupboards with record are locked and no serving official seems to have the keys. Such cupboards need to be identified and the locks opened and record identified.
- c. **Flow of work:**
  - i. External work may be started first as there are no issues involved. Doing this work first may allow the cars to be parked on the rear side.
  - ii. Normally the civil work is started from top floor and downwards. However as desired by worthy Principal PSIC the Ground floor and first floor are to be renovated first.
- d. **Furniture :**
  - i. Transfer of existing Furniture to subdivisions and proposed zonal offices as per requirement
  - ii. Modalities of disposal of the balance furniture.