

**NATIONAL INSTITUTE FOR THE MENTALLY HANDICAPPED,  
SECUNDERABAD**

**ESTATE MANUAL**

**CHAPTER – I – ESTATE DEPARTMENT**

**1. Estate Office:**

The Estate Department works under the superintendence and guidance of the Deputy Director (Administration) and is headed by the Estate Officer and assisted by one UDC/Caretaker and LDC/Typist to look after the maintenance and construction works and also facilitate coordination during various programmes of the Institute. The organizational chart of the Estate Department is given in Annexure – A.

**1.1 Duties & Responsibilities of Estate Officer:**

All the proposals relating to various construction works, maintenance works etc., shall be prepared by the Estate Officer and are discussed in the Estate Committee meeting after which the proposals shall be submitted to higher authorities depending upon the nature of the work and financial implications. After obtaining necessary approvals, further action regarding execution of the work shall be initiated and completed by the Estate Officer. Certain works are also discussed in the meeting of the Administration Coordination Committee which consists of Heads of all departments headed by the Director.

**1.2 Duties:**

The main duties of the Estate Officer includes:-

- i) Maintenance of the buildings, viz., office buildings and residential staff quarters. Maintenance of cleanliness, clean and green environment with necessary horticulture works and maintaining the same.
- ii) Periodical painting of office buildings and staff quarters.
- iii) Maintenance of all electrical, electronic and mechanical equipments pertaining to the Office and maintaining the inventory of the same.
- iv) Maintenance of all office furniture.
- v) Maintenance of office vehicles and Procurement of POL as per requirement.
- vi) Providing necessary physical arrangements during training programmes, seminars and workshops of the Institute.
- vii) Water management by taking up necessary steps in drilling of bore wells, regular water testing analysis, monitoring water yield in the

- bores, obtaining water from Municipal/Cantonment board during water crisis , conservation of water by implementing rain harvesting systems, drip irrigation system etc.
- viii) Power management by taking up necessary steps to conserve and save electricity by introducing solar energy power systems and hot water systems in the Institute.
  - ix) Liaison works with local statutory bodies like Municipal Corporation, Cantonment board, APTRANSCO, BSNL, AP Ground water department etc.
  - x) To supervise implementation of all annual maintenance contracts (AMCs pertaining to the above works) i.e., (a) AMC for cleaning services, (b) AMC for Horticulture, Electrical, Plumbing, Carpentry, (c) AMC for Catering services, (d) AMC for Air conditioners in Auditorium, (e) AMC for water coolers and air conditioners in office, (f) AMC for Fire extinguishers, (g) AMC for telephone instruments and lines and (h) AMC for mosquito and pest control.
  - xi) Submission of proposals in respect of construction works, obtaining approval of the competent authority and execution of the works by the approved agency in NIMH, Secunderabad and other Regional Centers at Delhi, Mumbai, Kolkata and Chennai.
  - xii) To supervise, control and allotment of vehicles and their maintenance.
  - xiii) To supervise, control and allotment of staff quarters.
  - xiv) To procure the materials in connection with the maintenance works and to supervise and control proper usage of the materials procured.
  - xv) To ensure receipt, checking and submission of proposals for payment of electricity bills, telephone bills, water bills etc.

### **1.2.1 Duties of UDC/Caretaker and LDC Typist**

- i) Submission of proposals for maintenance works.
- ii) Submission of details of requirement of material
- iii) Allotting the maintenance works to the contract labours
- iv) Checking the electricity bills, telephone bills and submitting the proposal for payment
- v) Checking the attendance of the contract labours and preparation of the monthly wages.
- vi) Handing over of the cheques pertaining to the telephone and electricity bills to the concerned departments.
- vii) Stock entering the materials purchased in the stock register.
- viii) All typing works of the department.
- ix) Filing work and maintenance of files.
- x) Handing over and taking over of inventory of the staff quarters.

- xi) Submitting the vehicle fuel bills and drivers OTA details
- xii) Physical arrangements during Institute programmes.

### **1.3 Institute campus:**

The Institute's campus consists of the following office buildings and residential quarters ground over an area of 19.33 Acres.

#### **A. Office buildings, Residential Quarters:**

- 01 Faculty and Administration block;
- 02 Auditorium;
- 03 Special Education Centre and School building;
- 04 Services and Programming block;
- 05 Department of Adult Independent Living building;
- 06 Family Cottages;
- 07 Hostel buildings for boys and girls;
- 08 Guest Houses – I; II and III;
- 09. Staff quarters – Type A 12 Nos; Type B 16 Nos; Type c 20 Nos & Director's Bungalow.
- 10. Playground including tennis court and basket ball court;
- 11. Office vehicles garages.
- 12. Millennium Block, Ground + 2 Floors
- 13. Prasanna Kuteeram, Ground + 1 Floor

### **1.4 Jurisdiction and areas of operation of Estate Department**

The Estate Department has to attend to arranging preparation of estimates, obtaining administrative and financial approval / sanction of all new construction works, modification works to existing buildings / works, maintenance works in respect of office buildings, residential quarters as well as roads in the Institute's campus at Secunderabad and also the campuses at the Regional Centers.

### **1.5 Construction and Maintenance Works:**

#### **A. Identification and Planning of various Construction works**

Proposals for the need for taking up various new constructions, modifications to the existing works etc., are identified after the same are proposed by either the Government of India or Director or HoDs or Regional Centers etc. These proposals are first discussed in the Administrative Coordination Committee and Faculty Coordination Committee Meeting a decision is taken to go ahead with the construction / modification works etc.

## **B. Execution of Construction Works**

Having drawn up policy and yearly plans, the Estate Department takes up an item of work for obtaining administrative as well as financial sanction after observing the following procedures / requirements:

- i) Arranging preparation of designs and drawings in respect of civil works;
- ii) Arranging preparation of preliminary estimates;
- iii) Preparation and submission of proposals to Director / EC / EFC / SFC;
- iv) to pursue follow-up action after obtaining the above approvals and give work order;
- v) to supervise the work until its completion and its final handing over to the Institute;
- vi) to take up appropriate action regarding deviations / modifications / additions etc.

## **D. Obtaining Financial Approval of Construction Works:**

The financial powers for the construction works including modifications, extensions and new buildings fall under three categories:

- i) works within the powers of Director - up to Rs.10.00 lakhs;
- ii) works within the powers of EC - above Rs.10 lakhs but up to Rs.50.00 lakhs;
- iii) works requiring approval of SFC & EFC - works above Rs.50 lakhs.

The construction works which come under project works shall be entrusted to CPWD on deposit work basis. The proposal shall be submitted to SFC and EFC depending upon the magnitude of the work and financial implication. After obtaining the approval of the competent authority i.e. the Ministry of Social Justice and Empowerment, Government of India, the approved construction agency shall be instructed to take up the work on turn - key basis.

The construction works of modifications, extensions and new buildings within the campus shall also be entrusted to approved construction agency. The need for such extensions, modifications and new constructions shall first be discussed in the Administrative Coordination Committee Meeting and Faculty Coordination Committee Meeting. After the same is approved by the Administrative Coordination Committee, the proposal shall be put up by the Estate Officer to the Deputy Director (Admn) / Director for acceptance of the proposal in principle.

After the proposal is approved in principle, the Estate Committee shall discuss on the issue and the proposal shall be submitted for final approval.

After the final approval, the selected construction agency is required to inspect the site and prepare necessary drawings and estimates. After receipt of the drawings and estimates, the proposal shall be submitted to the Director through the Accounts Officer and the Deputy Director (Admn) and also to the EC / SFC / EFC as the case may be for financial and administrative approval.

After obtaining the financial and administrative approval of the competent authority, the work is entrusted to CPWD as deposit work.

The progress of the work shall be reviewed every month in the Estate Committee meetings. The progress report of works shall be submitted in the first week of every month to the Director.

#### **D. Maintenance Works:**

The Institute maintains various items of works to upkeep the Office Buildings in the campus. Maintenance works relating to Horticulture, Electrical, Plumbing, and Carpentry etc. by outsourcing the same by entering into Annual Maintenance Contracts with different agencies entrusted with execution of the same. The annual maintenance contracts shall be awarded after calling for open tenders by issuing advertisement in local news papers of Hyderabad and Secunderabad editions in three languages.

The sealed tenders shall be opened by a Committee consisting of four officials as nominated by the Director and the committee is headed by the Deputy Director (Admn). After the opening of the tenders, the tenders shall be scrutinized and a comparative statement prepared by the Estate Officer. The proposal shall then be presented to the Estate / Building Committee consisting of 3 Group A Officers, 2 Group B Officers and 1 Group C Officer.

After discussions in the Committee, the proposals shall be placed before the Purchase Committee consisting of Heads of all the departments headed by the Deputy Director (Admn). The proposal shall then be submitted to the Deputy Director (Admn) through the Accounts Officer and Director, for approval. The proposals which are beyond the sanctioning powers of the Director shall be submitted to the EC for approval. After the approval, the works shall be awarded to the respective firms for a period of one year or as the case be with a provision for renewal for one more year depending upon the satisfactory performance of the firm. The performance of the firms who undertake the AMC of the equipments shall be monitored and reviewed from time to time.

#### **E. Day to Day Repairs and Maintenance Works in the Institute:**

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.

Since these are minor repairs and replacements, the materials shall be procured through Kendriya Bhandar, NCCF or local market as per the procedure. After the materials are procured, the same shall be entered in the Stock Register.

The works shall be executed in-house through the available manpower i.e., electrician, plumber who are under the labour contract. After completion of the work as per the complaints, the requisitioner / user shall sign the complaint register certifying the completion of the work. In addition to the above, arrangements shall be made to organize different training programmes, scientific seminars and workshops as per the needs of the Institute. The programmes sometimes may also be arranged out side the Institute depending upon the nature of programme. Inspection of the buildings are also undertaken regularly.

Other than the above type of repairs, regular maintenance like cleaning services and horticulture work regular checking of the fixtures, pump sets equipments etc. shall be done as per the work schedule prepared by the Estate Officer.

#### **F. Progress Report of Activities of Estate Department:**

The Estate Officer shall submit a monthly report to the Director through Deputy Director (Admn) on various activities of the Estate Department. The report relating to a month is to be submitted to the Director on the first working day of the subsequent month.

#### **G. Gate passes system for taking the materials outside NIMH:**

Any equipment which is taken outside the Institute for repairs by the AMC firms or by the department through gate pass system. The client section submits its requisition for sending the materials / equipment outside the Institute by filling the Out Gate Pass (in Form No.7) and submits the gate pass to the Estate Section. The Estate Officer directs the concerned clerk to verify the details of materials / equipments entered in the gate pass and to enter the details in the out gate pass register and submit the same to the Estate Officer. The Estate Officer shall scrutinize and forward the gate pass to the competent authority for approval. Only after approval of the material / equipments, the same shall be allowed to be taken out through the security.

A copy of the gate pass shall be retained with the security, one copy [is retained] by the client section, one copy [is retained] by the Estate Officer. After the return of the material the requisitioner shall certify the return and condition of the equipment.

#### **H. Complaints and Suggestions:**

Complaints register pertaining to all the maintenance works shall be kept in the Estate Section. Any complaints, repairs relating to the buildings, furniture, equipments, etc., shall be entered in the complaint register by the user department. The complaints shall be seen daily by the Estate Officer and necessary instructions given to the concerned maintenance staff to attend to the repairs either directly or through the AMC agency. If any materials are required necessary proposal shall be submitted for approval and procurement. After the complaints are attended to and completed, the client shall sign in the complaint register confirming the completion of the work.

#### **K. Purchase of Materials:**

With reference to the complaints registered in the Complaints register, the clients shall submit the requisition through Office Note requesting for certain materials required in the Department. The request shall be forwarded to the competent authority for approval. After receiving the approval of the competent authority, the Estate Officer shall instruct the concerned clerk to call for quotations from the local dealers to obtain rate and availability of the materials for minor items only. After receipt of the quotations, the concerned clerk shall prepare the comparative statement and submit the proposal with the financial implications to the Estate Officer. The Estate Officer shall scrutinize the proposal and forward the same to the competent authority for approval through Estate Committee / Purchase Committee. Along with the recommendations of the Purchase Committee, the Estate Officer shall submit the proposal to the competent authority for final approval. The purchase of materials are made for minor day to day repairs only, major purchases are forwarded to the purchase section to procure the materials.

**Organization Chart of Estate Department**

