

**CIRCULAR**

Based on the decisions in the meeting conducted by the Hon. Minister for Works on 31-5-2016 regarding the pre-monsoon works to be arranged in PWD Buildings, the following directions are hereby issued for urgent compliance by all concerned.

- 1) As a general guidance, the following pre-monsoon maintenance works may be taken-up, if needed, for Buildings
  - a. Inspect the roofs and sunshades of Buildings and clear debris, rainwater outlets, removal of weed etc
  - b. Cut the branches of trees if any which are falling over the roof tops
  - c. Remove rubbish and silt from drains, collection chambers, manholes if any, and clean them for smooth flow of rainwater
  - d. Urgent repairs for drains, roofs, rainwater pipes, if any needed
  - e. Clear the building premises from rubbish, overgrown vegetation etc
- 2) For buildings with vast area like hospitals, colleges etc and other important buildings, the works are to be finalised and arranged in consultation with the district administration and the building occupying authorities and the possibility of getting fund from them shall also be probed.
- 3) If any special repairs and other works are to be done, which are outside the scope of pre-monsoon works, then such works shall be arranged in the asset maintenance works for which estimates shall be submitted through PRICE.
- 4) All Executive Engineers are directed to arrange the pre-monsoon works in a judicious manor and the expenditure towards these works shall be met from the first quarter allotment to the Divisions.
- 5)

It is proposed to conduct a state wide review meeting on the pre-monsoon works as scheduled below

North Circle- on 4<sup>th</sup> June-2016 at Kozhikkode,  
Central circle on- 6<sup>th</sup> June 2016 at Ernakulam and  
South Circle on 8<sup>th</sup>-June 2016 at Thiruvananthapuram.

All officers up to Asst. Engineers are requested to present in the above meeting with action taken report on the pre-monsoon works done.

**CHIEF ENGINEER (BUILDINGS)**

Copy to:-

- 1) All Superintending Engineers, PWD Buildings Circles and Chief Electrical Engineer, Thiruvananthapuram
- 2) All Executive Engineer, PWD Buildings Divisions/Electrical Divisions/Electronics Divisions
- 3) All AEEs and AEs of Buildings Wing
- 4) IT cell- for publishing in the PWD web site