OFFICE MEMORANDUM

Subject: Revision of Guidelines relating to 'Modernisation of Government Offices' Scheme under Department of Administrative Reforms and Public Grievances.

The undersigned is to say that the Department of Administrative Reforms & Public Grievances (DAR&PG) as an overall process of Administrative Reforms is implementing a Plan scheme 'Modernisation of Government Offices' for the Central Government Ministries/Departments located in Delhi as per guidelines laid down by this Department.

2. These guidelines are revised from time to time. The last guidelines were issued in the June, 2015. The guidelines have again been reviewed on the acceptance of recommendations of the Consultant appointed to review the Plan Scheme. The scheme now been extended to offices located in NCR also.


4. The Ministries/Departments interested in availing the benefit of the scheme may kindly furnish suitable proposals as per revised guidelines.

(Anurag Srivastava)
Deputy Secretary to the Govt. of India
Tel: 23362325
Email: srivastava.a@nic.in

To

The Secretary
(All Ministries/Departments of the Government of India.)
Subject: Guidelines for Implementation of the modernisation scheme ---2018.

1 Introduction:

1.1 The Department of Administrative Reforms & Public Grievances is implementing a Plan Scheme of Modernization of Government Offices from 1987-88. The Scheme emphasizes on integrated and comprehensive planning for modernization of offices with a view to promote efficiency and effectiveness in government functioning. Such planning should anticipate future requirements of at least a decade, though the implementation may be carried out in phases.

1.2 Under the Scheme, Ministries/Departments are asked to draw integrated and comprehensive proposals for modernization and also prioritize identified offices/units under the same for funding and to forward the same to this Department in a prescribed proforma.

2 Aims and Objectives:

2.1 The Scheme aims at improvement of the work environment by adopting a holistic approach involving: and bull introduction of functional lay out for office premises and bull creation of open offices to facilitate better supervision, redress of public grievances and better service to the public and bull creation of modern work stations with space for computers, LAN wires, printer cables, telephone, data ports etc. and also for paper work and bull efficient file management and & bull cost effective and space effective records management.

2.2 The Scheme is intended to serve as a model and needs to be supplemented with the efforts of Ministries/Departments themselves with regard to modernisation.

3 Planning:

While planning modernisation, the requirements of the entire Ministry/Department and space compliant modules, accessible for people with disabilities and toilets including handicapped fixtures and applicable codes
on fire may be kept in view and master plan may accordingly be prepared. The planning needs to take into account anticipated requirements such as information and paper flow, movement of people, improvement in storage and retrieval of files, space for computers, LAN, Internet and Intercom wiring, etc. It also needs to provide for future upgradation of facilities.

4 Modalities:

4.1 The proposals received under the scheme are examined by a Screening Committee, which is chaired by the Additional Secretary, Department of Administrative Reforms and Public Grievances and has members drawn from the NITI Aayog (erstwhile Planning Commission), National Informatics Centre, Integrated Finance Division of the Ministry of Personnel, Public Grievances and Pensions and Ministry of Urban Development, Director/DS (O&M), Department of Administrative Reforms and Public Grievances would be the Member Secretary of the Committee.

4.2 DARPG will invite proposals for modernisation of offices 30 days prior to the beginning of the financial year and organize a meeting in first fortnight of April every year with all the Ministries/Departments and seek proposals by the month of May of the year. The Screening Committee will make all recommendations before 31st July of the year. The fortnightly review meetings by DARPG will be held from the month of August of the year onwards.

5 Basic Guidelines:

5.1 The Scheme is confined to the Government of India. Proposals meant for the main Ministries/Departments, attached offices and statutory bodies located in Delhi and National Capital Region (NCR) will alone be considered under the scheme. Proposals for field offices, subordinate offices, branch offices outside Delhi and NCR, new offices, training institutes, public sector undertakings, registered societies, autonomous bodies, etc. fall outside the purview of this Scheme.

5.2 Proposal covering units having a public interface will be given preference over other units in the Ministries/Departments.

5.3 Proposals received from Ministries/Departments, which have not earlier availed of the Scheme are given priority.
5.4 Proposals need to fulfil conditions as mentioned in the aims and objectives of the Scheme. At least 25 percent of the estimated cost of the proposal needs to be provided by the concerned Ministry/Department.

5.5 Proposal should not cover computer and computer related devices unless they form a part of the composite proposal for total modernization of record maintenance and computer hardware forms only a part of the total proposal. As far as possible the Ministry/Department may try to fund this part of the proposal under the scheme of guidelines issued by the erstwhile Planning Commission vide D.O letter No. H-11016/32/97-PC dated April 24, 1998 from Principal Adviser addressed to Secretaries of all Central Ministries/Departments, which recommends 2 to 3 percent of fund to be spent for the purpose of IT promotion. In case, however, such proposals relating to computer hardware are included, they should provide details about the Plan funds as well as the amount set aside for IT Promotion duly confirmed by the Financial Adviser along with the comments of the National Informatics Centre.

5.6 All materials to be used towards Modernisation should be simple and functional as well as cost effective.

5.7 The proposal should be prepared in accordance with General Financial Rules, 2017 (The electrical and civil work envisaged in the proposal under this Scheme are to be treated as Original work as defined in the Rule 130 of General Financial Rules, 2017).

5.8 Depending on the estimated cost of such work, Rule 133 and Rule 139 of the General Financial Rules, 2017 should be strictly followed.

5.9 Procurement of furniture and other equipments, if included in the proposal, would be governed by the instructions relating to the purchase of stores as contained in Chapter-6 (Procurement of Goods and Services) of General Financial Rules, 2017.

5.10 The proposal should not involve any alteration in the basic structure of the building. Any addition to the electric loads should be done in consultation with the concerned authorities.

5.11 Proposals should contain approval of the Financial Adviser of the Ministry/Department concerned.
5.12 While preparing the proposal care should be taken to ensure that in the layout plan Branch Officers like Under Secretary/Senior Analyst/Deputy Director and personnel in the section are located in proximity for purposes of better office coordination and supervision.

6. **Guidelines for Proposals for Furniture etc. Based on Layout Plan:**

6.1 Proposals for items of furniture should be commensurate with the entitlement of space prescribed by the Government for different levels of officials and should be supported by a statement showing number of officials to be accommodated along with their designations etc.

6.2 Proposal should clearly specify the number of each item of furniture their present availability and cost per unit, supported by quotations as per provisions of GFR, 2017. The mode of acquisition of furniture will be left open to the Ministries/Departments after following codal formalities.

6.3 The furniture to be procured should not be wood based instead environment friendly and fire-resistant material may be used.

6.4 The Ministries/Departments, in consultation with the executing agency will ensure that good quality material as standardized and ISI marked fittings are used in both civil and electrical works.

7. **Guidelines for Proposals Relating to Demands for Equipment:**

7.1 Proposals relating to demand for equipment should be part of the composite proposal and the components should not exceed 25 percent of the amount of the proposal. The purchase of such equipments should be made in accordance with the Chapter 6 (Procurement of Goods and Services) of the General Financial Rules, 2017.

7.2 Proposal will not contain demands for items like VCR, Video Camera, TV sets, VCD, electronic typewriters, telephone lines, etc.

7.3 The proposals relating to demand for equipment will be supported with cost-benefit statements, speed and efficiency gains, workload being handled per year, their present availability and use in the Ministry/Department, and quotations received from the executing agency concerned.
a) Fax machine will be considered only if the Department has to deal with a number of field/regional offices. The proposal may be justified on the basis of the availability of STD facilities and existing FAX facilities.

b) Risograph, copy printer and collator will be considered, only if the Department engages in large-scale work of duplication on a regular basis.

c) EPABX will be considered, only if, some direct telephone lines are surrendered by the Department.

d) Photocopiers will be considered, only if the existing number is less than the number of officers of the level of Joint Secretary and above in the Department.

e) Paper shredders will be considered, only if the Department has to deal with substantial number of confidential/secret papers to be destroyed.

f) Overhead projector, slide projector, video projection system etc., will be considered, only if presentations are required to be made on a regular basis in the Department, and if they have not already been procured.

g) Air Conditioners, Civil Works for sanitation including toilets, Cafeteria/pantry etc. this should meet the rates and standards fixed by the CPWD in association with the Department in the year 2012.

h) Setting up of Crèche, recreation and exercise facilities

8 Implementation:

8.1 The Ministries/Departments should ensure as far as practicable uniformity in the Physical parameters, as detailed below, of the projects executed under the scheme of Modernisation:-

- Partition height
- Storage space
- Design of Filing-cupboard
- Design of Desks/tables
- Design of the Chair
- Lighting (CFL)
- Movement Space
- Ventilation

A list of Check Points for civil work and furniture work fixed by CPWD is at Annexure-I. In order to maintain uniformity of works being executed under the
The specifications for non-residential works as per Delhi Plinth Area Rates, 2012 of CPWD is at Annexure-II.

8.2 The Ministries/Departments should monitor the execution of the projects to ensure that there is no gap between design and actual execution. In addition to the utilization certificate being furnished by the executing agency or the user Ministries/Departments, a work completion certificate would also be furnished certifying that the work has been carried out in accordance with the plan and design approved.

9. Post Execution:

9.1 The Ministries/Departments will sensitize the users to handle the new facilities with care. The implementation of the modernisation plan should immediately be followed by rearrangements of files, putting in place a proper information flow system, computerization and setting up of LAN etc. so as to ensure maximum benefits.

9.2 Ministries/Departments should ensure proper upkeep and maintenance of their modernized offices. The expenditure should be met out the Non-Plan budgetary allocations.

9.3 Ministries/Departments may consider obtaining ISO Certificates for their modernized units. This would ensure proper maintenance of the modernized units and standardisation of good practices in the user Ministries/Departments.

10 Other Guidelines:

10.1 Ten copies of every proposal are to be sent in prescribed proforma, duly filled-in, along with a note showing Financial Advisors approval, a copy of existing as well as revised lay-out plan indicating the agency which prepared the plan and copy of the quotations received as per provisions of GFR, 2017 for the items to be procured. The proposal should also be accompanied by the revised seating plan and a brief write up on how the upgraded facilities would benefit the users.

10.2 Funds would be released in a phased manner, year wise, depending on the progress of implementation. The funds allotted under the Scheme will have to
be utilised during the currency of the financial year of allotment. A certificate of utilization of funds will have to be sent to the Department of AR&PG (O&M Division) as per rules along with project execution report and benefits of modernisation being derived by the Ministries/Departments.

10.3 The Ministry/Department undergoing modernisation will send photographs of pre and post modernized office units to the Department of Administrative reforms and Public Grievances.

10.4 The Ministries/Department will submit a Status Report within one month of completion of Project.
## PROFORMA FOR SEEKING FINANCIAL ASSISTANCE UNDER THE MODERNIZATION SCHEME OF DEPTT. OF AR & PG FOR GOVERNMENT OFFICES.

### 1. Name of the Ministry/Department/Attached Office/Subordinate Office/Statutory Body

### 2. Name & Room Nos. of the Sections for which modernisation is required

### 3. Justification for modernisation.

- Annexure-II (Format to be decided by the beneficiary)

### 4. Component-wise details of the proposal and fund requirement- in Rs.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item(s) required</th>
<th>Nos.</th>
<th>25% cost i.e share of beneficiary (in Rs.)</th>
<th>75% cost i.e. Share of DARPG (in Rs.)</th>
<th>Total (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Civil</td>
<td>2.</td>
<td>3.</td>
<td>4.</td>
<td>5.</td>
</tr>
<tr>
<td>(i)</td>
<td>Electrical</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>Fur &amp; Fix.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Computers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iv)</td>
<td>Storage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(v)</td>
<td>Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

### 5. Whether any benefit obtained by the office in the past

- Yes / No. (If yes then the amounts(s) and year(s) in which availed & relevant details)

### 6. Approval of Financial Advisor

- Annexure-III

### 7. Lay out Plan

- Annexure- IV

### 8. Estimates of all items

- Annexure-V

### 9. If being executed by Govt. agency other than CPWD, as per GFR-2017 then a No Objection certificate of CPWD clearly stating that they are as per laid down standards & rates of the scheme/latest CPWD manual

- Annexure-VI

### 10. For procurement of Computers, a certificate from the NIC indicating the numbers & specifications of the computers to be acquired

- Annexure-VII

### 11. Name, Address, Telephone Number, e-mail Address & Account No. for e-payment of P&AO of the beneficiary office

- Annexure-VIII

### 12. Name, Address, Telephone Number, e-mail Address of the Controller of Accounts of the beneficiary Office

### 13. Name, Address & Telephone number of the P&AO of the executing agency e.g. CPWD & A/c No. for e-payment

### 14. If being executed by the CPWD, then the Name & Address of both Executive Engineer (Civil) & Executive Engineer (Electrical)

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*At least of US level*

(Signature)

(Name & designation of the Officer*)

Name of the Ministry/Department/Office

Telephone Number, Fax No. & e-Mail address
## SPECIFICATIONS FOR CIVIL, ELECTRICAL AND FURNITURE WORK

**PREPARED BY CPWD**

### CIVIL WORKS:

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>SPECIFICATIONS ADOPTED BY CPWD</th>
<th>REQUIRED SPECIFICATIONS</th>
<th>RATES APPROVED BY CPWD</th>
<th>REVISED SPECIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flooring</td>
<td>Ceramic tiles flooring confirming to IS:13755 (commonly used tiles Kajaria/Somani/Bell or Equivalent Group-V)</td>
<td>IS:13755</td>
<td>Competitive Market Rates</td>
<td>Same/Vitrified no-skid tiles (Commonly used tiles are Rak, Johanson, Navin or equivalent) Through Competitive Market rates.</td>
</tr>
<tr>
<td>Window</td>
<td>Aluminium windows of aluminium sections confirming to IS:733 and IS:1285. Anodized coating confirming to IS:1868 coating not less than AC 15 (15 micron) Glazing of thickness not less than 5 mm. thick glass.</td>
<td>IS:733 and IS:1285</td>
<td>DSR-97</td>
<td>Same</td>
</tr>
<tr>
<td>Window Grills</td>
<td>Aluminium grill 7.5 mm thick with anodizing of 15 micron confirming to IS:1868 (commonly used DG 102, DG 202 of Hindalco)</td>
<td>IS:1868</td>
<td>Competitive Market Rates</td>
<td>Same</td>
</tr>
<tr>
<td>Finishing</td>
<td>Finishing walls with oil-bound distemper after preparing the surface smooth with putty.</td>
<td>DSR-97</td>
<td>Same/Plastic Emulsion Paint after preparing the surface smooth with putty/POP as per DSR-2002</td>
<td></td>
</tr>
</tbody>
</table>
**FURNITURE WORKS:**

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>SPECIFICATIONS ADOPTED BY CPWD</th>
<th>REQUIRED SPECIFICATIONS</th>
<th>RATES APPROVED BY CPWD</th>
<th>REVISED SPECIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board</td>
<td>3 layer pre-laminated particle board on 3-layered plain particle board with post lamination. The board should be exterior grade confirming to IS:12823 Grade-I, Type-II</td>
<td>IS:12823</td>
<td>Competitive Market Rates</td>
<td>Same</td>
</tr>
<tr>
<td>Post form lamination/Edge sealing</td>
<td>Post form lamination should be of 0.7 mm. thick confirming to Merino/Formica or equivalent. All edges of laminated boards shall be sealed with edge banding tape 0.7 mm. thick and 2 mm. thick for concealed and exposed edges respectively glued with edge bending machine at a temperature of 200°C.</td>
<td></td>
<td>Competitive Market Rates</td>
<td>Same</td>
</tr>
<tr>
<td>Fittings</td>
<td>*Locks – Godrej or Keyman or equivalent;  *Auto closing Hinges: Earl Bihari or equivalent;  *Drawer slide: Earl Bihari or equivalent;  *Knob: ITALICA or equivalent;  *Mini Fix fittings: HITITACHI, ARIER EFFICIENT</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>ITEM</th>
<th>SPECIFICATIONS ADOPTED BY CPWD</th>
<th>REQUIRED SPECIFICATIONS</th>
<th>RATES APPROVED BY CPWD</th>
<th>REVISED SPECIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Fittings</td>
<td>Fluorescent Tube Lamps (FTL) with conventional choke.</td>
<td>Standard fittings of Reputed manufacturers</td>
<td>Competitive Market Rates</td>
<td>*Energy efficient Compact Fluorescent light fittings(CFL) with electronics choke *Modular switches.</td>
</tr>
</tbody>
</table>
### SPECIFICATION FOR NON-RESIDENTIAL BUILDING

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>SPECIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>FOUNDATION</td>
<td>As per structural design based on soil investigation.</td>
</tr>
<tr>
<td>2.0</td>
<td>SUPER STRUCTURE</td>
<td>R.C.C framed construction with filler walls with fly ash bricks/brick work or load bearing construction in fly ash brick/brick/stone masonry with intermediate columns as per design.</td>
</tr>
<tr>
<td>3.0</td>
<td>DOORS &amp; WINDOWS</td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Frames:</td>
<td>Door frames of 2nd class Indian teakwood or equivalent in officer’s room. Anodized/Powder coated/ Polyester powder coated Aluminium windows/doors. Glazing with reflective glass or double glass using float glass.</td>
</tr>
<tr>
<td>3.2</td>
<td>Door Shutters:</td>
<td>Panelled type in 2nd class teak wood or flush door with teak veneered ply/ commercial ply as per CPWD Specifications/as per design. Anodized/powder coated/Polyester powder coated Aluminium shutters with float glass panelling where required. PVC/FRP door frames &amp; shutters in wet areas.</td>
</tr>
<tr>
<td>3.3</td>
<td>Window shutters</td>
<td>Factory made Anodised/powder coated/Polyester powder coated ‘Z’ section aluminium frames &amp; shutters for windows.</td>
</tr>
<tr>
<td>3.4</td>
<td>Fittings</td>
<td>Anodized aluminium/stainless steel or equivalent.</td>
</tr>
<tr>
<td>4.0</td>
<td>FLOORING</td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Main entrance hall</td>
<td>Pre polished granite flooring.</td>
</tr>
<tr>
<td>4.2</td>
<td>Corridors</td>
<td>Matt finished vitrified tiles/ Granite flooring.</td>
</tr>
<tr>
<td>4.3</td>
<td>Rooms</td>
<td>Granite tiles/Vitrified tiles/ Ceramic tile flooring.</td>
</tr>
<tr>
<td>4.4</td>
<td>Lavatory Blocks</td>
<td>Granite flooring.</td>
</tr>
<tr>
<td>4.5</td>
<td>Flooring in basement</td>
<td>Vacuum dewatered concrete.</td>
</tr>
<tr>
<td>5.0</td>
<td>STAIRCASE</td>
<td></td>
</tr>
<tr>
<td>5.1</td>
<td>Internal staircases</td>
<td>Single piece Granite or marble flooring in treads &amp; risers with dado of matching permanent finish specifications.</td>
</tr>
<tr>
<td>5.2</td>
<td>Fire escape staircase</td>
<td>Single piece Kota stone flooring in treads &amp; risers with dado of matching permanent finish specifications.</td>
</tr>
<tr>
<td>6.0</td>
<td>RAILING</td>
<td>Stainless steel railings.</td>
</tr>
<tr>
<td>7.0</td>
<td>TOILETS</td>
<td>Granite flooring. Glazed tiles of size not less than 300 x 450 mm in dado. Granite counters. Stainless steel sinks. Mirrors with moulded PVC frame. FRP/PVC doors with frames.</td>
</tr>
<tr>
<td>8.0</td>
<td>ROOFING</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>-------------------------------------</td>
<td></td>
</tr>
<tr>
<td>8.1</td>
<td>Roof treatment</td>
<td></td>
</tr>
<tr>
<td>8.2</td>
<td>False ceiling</td>
<td></td>
</tr>
</tbody>
</table>

| 8.1  | Roof treatment                     | Coba treatment/over deck insulation with Puf slab. |
| 8.2  | False ceiling                       | False ceiling in office area & toilets to cover the services as per design requirement. |

<table>
<thead>
<tr>
<th>9.0</th>
<th>FINISHING</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1</td>
<td>External</td>
</tr>
<tr>
<td>9.2</td>
<td>Internal</td>
</tr>
<tr>
<td>9.3</td>
<td>Painting</td>
</tr>
</tbody>
</table>

| 9.1   | External                           | Dry stone cladding, washed grit plaster, water proof weather coat paints, structural glazing, ACP cladding conforming to Energy Conservation Building Code. |
| 9.2   | Internal                           | Gypsum plaster in dry areas. Cement plaster in wet areas Dry distemper in service area & basement. Oil bound distemper/Acrylic emulsion paint/Textured paint(low V.O.C) |
| 9.3   | Painting                           | Doors & Windows- Painting/polishing on wood work as per design requirement. |

<table>
<thead>
<tr>
<th>10.0</th>
<th>PROVISION FOR BARRIEER FREE BUILDING</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>10.0</th>
<th>PROVISION FOR BARRIEER FREE BUILDING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ramps, toilets physically challenged, chequered tiles use of Braille signage &amp; lifts etc. GRC(Glass reinforced concrete) tiles in Ramp area.</td>
</tr>
</tbody>
</table>

| 11.0  | LANDSCAPING                         |

| 11.0  | LANDSCAPING                         | 10% of the building cost will be kept in Preliminary Estimate for murals and/Landscape related construction i/c pavement/paving. |
The Secretary,
Department of Posts
Dak Bhavan,
New Delhi.

The Secretary,
Department of Information Technology
Electronics Niketan, 6 CGO Complex
Lodhi Road,
New Delhi -03

The Secretary,
Ministry of Corporate Affairs
Shastri Bhawan, New Delhi

The Secretary,
Department of Food & Public Distribution,
Krishi Bhavan,
New Delhi.

The Secretary,
Department of Consumer Affairs
Krishi Bhavan, New Delhi.

The Secretary,
Ministry of Culture,
Shastri Bhavan,
New Delhi.

The Secretary,
Department of Economic Affairs
North Block,
New Delhi.

The Secretary,
Department of Expenditure,
North Block,
New Delhi.

The Secretary,
Department of Revenue
North Block,
New Delhi.

The Secretary,
Department of Disinvestment
M/O Finance,
Block 11, CGO Complex, Lodhi Road
New Delhi.

The Secretary,
Department of Financial Services
Jeevan Deep Building,
Parliament Street, New Delhi.

The Secretary,
Department of Defence
South Block,
New Delhi.
The Secretary, 
Department of Rural Development,
Krishi Bhavan,
New Delhi.

The Secretary, 
Department of Land Resources
Room No.12 ‘G’,
G-Wing, NBO Building, Nirman Bhawan,
New Delhi

The Secretary, 
Ministry of Power
Shram Shakti Bhavan,
New Delhi.

The Secretary, 
Ministry of Shipping
Transport Bhavan,
New Delhi.

The Secretary, 
Ministry of Science & Technology
Shastri Bhavan, New Delhi.

The Secretary, 
M/o Social Justice & Empowerment
Shastri Bhavan, New Delhi.

The Secretary, 
M/o Statistics & Programme Implementation
Sardar Patel Bhavan, New Delhi.

The Secretary, 
Ministry of Steel, 
Udyog Bhavan, New Delhi.
The Secretary,
Ministry of Textiles
Udyog Bhavan, New Delhi.

The Secretary,
Ministry of Tourism,
Paryavaran Bhawan,
New Delhi.

The Secretary,
Ministry of Tribal Affairs,
Shastri Bhavan,
New Delhi

The Secretary,
Ministry of Urban Development
Nirman Bhavan,
New Delhi.

The Secretary,
Ministry of Water Resources
Shram Shakti Bhavan,
New Delhi.

The Secretary,
Ministry of Women & Child Development
Shastri Bhavan, New Delhi.

The Secretary,
Department of Youth Affairs
Shastri Bhavan,
New Delhi.

The Secretary,
Department of Sports
Shastri Bhavan
New Delhi

Chairman
Railway Board,
Rail Bhawan
Raisina Road
New Delhi

The Secretary,
Department of Drinking Water Supply,
Drinking Water Mission, C Wing,
4th Floor, CGO Complex
New Delhi.