

**Central Public Works Department**  
**Annual Performance Assessment Report**  
**Chief Engineer/Chief Architect/Dy.Director General(Hort.)/**  
**Superintending Engineer/Sr.Architect/Director(Hort.)**

Period of Assesment From	04/06/2018	to	31/03/2019
Office Name	RK-REGION GUWAHATI-NEZ I-ZONAL OFFICE-ZONAL OFFICE		
1.1 Name of Officer	Manoj Kumar Talreja		
Designation	Chief Engineer		
PIMS ID	MKT28051966AEEC011991		
1.2 Date of Joining the Service	18/01/1991		
1.3 Date of Birth	28/05/1966		
1.4 Date of Continuous appointment to present grade	23/10/2017	Chief Engineer (Civil)	
1.5 Present post and date of posting thereto	04/06/2018	CE, NEZ-I	
1.6 Period of discontinuity from duty	a) On Account of Leave  b) On Account of Training /other Official assignments	NIL NIL	
1.7 Academic and professional Qualifications	Post Graduate : Master of Building Engineering and Management, School of Planning & Architecture, New Delhi		
1.8 Inland / Foreign Training /Refresher courses undertaken and professional qualification attained and whether report submitted or not			No
1.9 Registration No. of council of Architecture and date upto which it is valid (Applicable in case of Architectural Professional only)			<i>Singh</i>
1.10 Fellowship / Membership of Professional Bodies :	No		PUSHKAR SINGH E/WAT Section Officer CR Cell, Director General C.P.W.D., Nirman Bhawan, New Delhi

## PART-II : Self Appraisal for the Year

### 2.1 Brief description of duties of the post :

Some of the important duties being performed as CE, NEZ-I are given as below:- (1) To liaze with various client organization so as to solve their problem regarding construction and maintenance. (2) To perform the duty of Nodal Officer in construction works. (3) To inspect the works from the angle of quality as well as progress. (4) To sanction the estimates technically upto Rs. 30.00 crore and the award of work thereof. (5) To make and process the Preliminary Estimates based on drawings. (6) To make and process the Detailed Estimates of various works. (7) To monitor the progress of works in construction stage. (8) To monitor and taking remedial measures for the works in Pre-construction stage. (9) To monitor the expenditure in different heads of accounts by divisions. (10) Checking and sending the various monthly, quarterly and annually reports at Zonal level to Sub-Region/Directorate. (11) To monitor the Court cases and Arbitration cases of divisions. (12) To monitor & reply all PQs, PGs, R.T.I. references received. (13) To process and pass the Deviation, Extra and Substituted items. (14) To make certain decisions regarding work to minimize the time over run and cost overrun. (15) To monitor & to make available the structural drawings of Zonal level works. (16) To look after the welfare of staff.

### 2.2 Please Specify the quantitative/physical/financial targets/ objectives(8 to 10 items Priority-wise/in order of importance) that were for you and your achievements against each target and unforeseen assignments and initiatives taken. :

SNo.	Targets	Achievements
1	Preliminary Estimates	58 Nos. (Rs. 1334 Crore)
2	Detailed Estimates	20 Nos. (Rs. 236 Crore)
3	N.I.T.	17 Nos. (Rs. 185.31 Crore)
4	Recommendations sent to ADG office for work acceptance	3 Nos. (Rs. 81.09 Crore)
5	Statement of Extra Items, Substituted Item & Deviations	36 Nos. – Rs. 19.19 Crore
6	Work Load 2018-19	NEZ-I : 445.62 Crore (18.55% above 2017-18) NEZ-II : 132.28 Cr (32.75% above 2017-18)
7	DPR	DPR for NEC Roads : 180 Crore
8	Budget utilization	100% (except very minor surrender in SSB RB)
9	Structural drawing issued	15 Nos. of work (Approx. 500 drg) amounting Rs. 217.54 Cr
10	Energy Efficiency Measures	1. EEM completed in 27 nos buildings. 2. Solar PV Panels installed at AG Guwahati, NTH Guwahati, CPWD Bamuni Maidan Guwahati, ICAR Badapani.
11	Reply of all PQ's, PG's, RTI and all Monthly Returns, External Audit Paras	100% <i>(Signature)</i> <b>PUSHKAR SINGH RAJAT</b>

Section Officer  
CR Cell, Director General  
C.P.W.D., Nirman Bhawan, New Delhi

2.2(b) Please specify the quantitative targets/objectives for implementation and adoption of various ERP Modules (like Leave Mgmt. System, Learning Management System, e-tendering/e-Auction, PE/DE Module, Collaboration Tool etc.) that were set for you - both at your unit level as well as individual level including training on the ERP Modules and your achievements against each target thereof, including related assignments and initiatives taken.:  


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Procurement through GeM Portal(Wherever Applicable) (i) Total budget allocation for procurement by Ministry/Department/Division /Section in Rupees(as may be applicable in the case of the officer Reported Upon) (ii) Total Procurement made through GeM portal made by him/her during the period of report(in Rs.) (iii) % of Procurement through GeM portal as against the budget indicated in the target (iv) Procurement made outside GeM portal and the reason therefor (v) Steps Taken for Promotion of GeM in the ministry/Department/division /Section	
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2.3 Please Comment briefly on your achievements with reference to target/objectives referred to in Column 2.2. (a) and (b) Please also indicate significantly highter achievements in relation to the targets and your contribution thereto. :

Able guidance and firm moral support given by Seniors has resulted in definite higher achievements and significant improvement in the working of NEZ-I. The following higher achievements are worth mentioning:- (1) The total work load achieved was Rs. 445.62 Cr. (i.e. an increase more than 18.55% against workload of Rs. 375.87 Cr achieved in 2017-18) inspite of difficult site condition in Nagaland and Arunachal Pradesh as some of the sites are at a very high altitude which is more than 5000 feet to 13700 and difficult weather condition and insurgency issues. (2) P.E.'s amounting to Rs. 1334.00 crores were sent which sanctioned will go a long way in increasing the workload of this Zone in coming years. (3) The work of Inauguration of Film and Television Institute, Itanagar by Hon'ble PM was successfully handled in a very short span of time.

#### 2.4 Any other additional & unforeseen assignments carried out / initiatives undertaken

(1) Additional Charge of Chief Engineer NEZ-II, Agartala for more than 6 months with jurisdiction spanning in 4 states. (2) Inaguration of FTI, Itanagar (Arunachal Pradesh) by Hon'ble PM

2.5 Please comment briefly on the limitations / shortfalls with reference to the targets referred to in column 2.2. (a) and (b) Please specify the constraints, if any, in achieving the targets.  
*SINGH*

Certain targets could not be achieved due to shortfall in budget allotment by CAPFs

**FUSHTAK SINGH RAWAT**

Section Officer

CR Cell, Director General  
C.P.W.D., Nirman Bhawan, New Delhi 09-04-2024, 15:04

2.6 (A) Have you filed your immovable property return as due ? If yes, please mention date	Yes 30/01/2019
(B) Have you set the annual work plan for all officers for the current year in respect of whom you are the reporting authority ?	Yes
(C) Have You Written the APAR of all officers in respect of whom you are the reporting authority ?	No
(D) Have You attached Summary Report of annual medical examination in the prescribed performa, if the officer of Group 'A' has attained the age of 40 years and above?	Yes

Upload Attachment (if any) [View Attachment](#)

Date: 25/06/2019

Signature of Officer reported upon :

Name in block letters : MANOJ KUMAR TALREJA

Designation : Chief Engineer

Reporting authority : Sudhir Kumar Chawla

Reviewing authority : Prabhakar Singh

Accepting authority : Durga Shanker Mishra

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### PART-III : To Be Filled By Reporting Officer

3.0 Do you agree with the self-Appraisal of the officer with regard to targets and achievements? Indicate reasons and extent of disagreement with reference to columns above if any.	Yes
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--N.A.--

### 3.1 Assessment of work output of Reported Officer(Weightage 40%) (On scale 1-10 Instructions)

	Reporting Authority	Reviewing Authority
i) Extent of accomplishment of planned work as per para 2.2 above	8	8

PUSHKAR SINGH RAIWAT

Section Officer

CR Cell, Director General  
C P.W.D., Nirman Bhawan, New Delhi

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ii) Accomplishment of other additional & unforeseen assignments / initiatives undertaken as per para 2.4 above	9	9
iii) Quality of work output	8	8
Overall Grading on 'Work Output'	8.33	8.33

### 3.2 Assessment of personal attributes(Weightage 30%) (On scale 1-10 see Instructions)

	Reporting Authority	Reviewing Authority
i) Attitude to work	9	9
ii) Sense of responsibility and initiative taking ability	9	9
iii) Discipline	8	8
iv) communication skills	8	8
v) Leadership qualities	7	7
vi) Disposition for team work	9	9
vii) Capacity to work to time lines	7	7
viii) Inter-personal relations	9	9
Overall Grading on personal attributes	8.25	8.25

### 3.3 Assessment of functional competency (Weightage 30%) (On scale 1-10 see instructions)

	Reporting Authority	Reviewing Authority
i) Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them effectively	8	8
ii) Strategic planning ability	8	8
iii) Decision making ability	8	8
iv) Analytical Ability	8	8
v) Coordination ability	9	9
vi) Ability to motivate and develop subordinates	9	9
Overall Grading on personal attributes	8.33	8.33

### 3.4 Overall Grading of Part-III on scale 1-10 :

Grading	Reporting Authority	Reviewing Authority
Part 3.1	3.33	3.33
Part 3.2	2.48	2.48
Part 3.3	2.5	2.5
Overall Grading	8.31	8.31

PUSHKAR SINGH RAWAT

Sect. Officer

CFO, Director General

C F W D., Nizamuddin East, New Delhi

09-04-2024, 15:04

**PART IV General Attributes (Weightage not applicable)**

4.1 Integrity : Please Comment on integrity of the officer :

Beyond Doubt.

4.2

Reporting Authority

i) State of Health

Normal.

ii) Attitudes towards weaker section and SC/ST/OBC

Positive.

iii) **Aptitude and potential**

Please mention about the aptitude of the officer and areas in which he has potential to develop alongwith training needs.

Projects Execution.

4.3 Pen Picture in about 70 words :

Sh. Talreja has very polite behavior with seniors, maintains excellent relations with his colleagues, and can get work done from subordinates effectively.

Attachment (if any)

Place : Chandigarh

Date : 26/06/2019

Signature of Reporting Officer

Name in Block Letters : SUDHIR  
KUMAR CHAWLA

Designation : ADG(ER)II

Reviewing authority : Prabhakar Singh

**PART V Remarks of the Reviewing Officer**

(I) Length of Service Under Reviewing officer :

Since 1st July, 2018

(II) Do you agree with the assessment made by the Reporting officer with respect to the work output and various attributes in Part-III & IV ? In case you do not agree with any of the numerical assessment or attitudes, please records your assessment in column

Yes

*SINGH*  
PUSHKAR SINGH RAWAT

Section Officer

CR Cell, Director General  
C.P.W.D., Nirman Bhawan, New Delhi

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provided for in part and initial your entries.

(III) In case of difference of opinion , details and reasons for the same may be given:

N.A.

(IV) Remarks/observation on the Pen Picture given by the Reporting Officer :

I agree

(V) Overall Grading : 9 ✓

Attachment (if any)

Place : NEW DELHI

Date : 16/07/2019

Signature of Reviewing Officer

Name in Block Letters : PRABHAKAR SINGH

Designation : Director General

Acceptance authority : Durga Shanker Mishra

#### PART VI Remarks of the Acceptance Authority

1. Do you agree with the assessment made by the Reporting officer/Reviewing officer and details of difference of opinion, if any, with reasons for the same .In such case, Acceptance Authority will also give overall grade on a scale of 1 to 10.

Yes

2. Remarks / observations of Acceptance Authority, in case of difference of opinion with Reviewing Officer:  
None

3. Overall Grading : 9 ✓

Attachment (if any)

*Dush*  
PUSHKAR SINGH RAWAT

Section Officer

CR Cell, Director General  
C.P.W.D., Nirman Bhawan, New Delhi

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Place : New Delhi

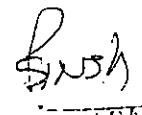
Date : 27/08/2019

Signature of Accepting Officer

Name in Block Letters :  
DURGA SHANKER  
MISHRA

Designation :  
Secretary(MoHUA)

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PUSHKAR SINGH RAWAT  
Section Officer  
CR Cell, Director General  
C.P.W.D., Nirman Bhawan, New Delhi

**Central Public Works Department**  
**Annual Performance Assessment Report**  
**Chief Engineer/Chief Architect/Dy. Director General(Hort.)/**  
**Superintending Engineer/Sr.Architect/Director(Hort.)**

Period of Assesment From	01/06/2019	to	31/03/2020
Office Name	RK-ADG GUWAHATI-CE(SHILLONG)		
1.1 Name of Officer	Manoj Kumar Talreja		
Designation	Chief Engineer		
PIMS ID	MKT28051966AEEC011991		
1.2 Date of Joining the Service	18/01/1991		
1.3 Date of Birth	28/05/1966		
1.4 Date of Continuous appointment to present grade	23/10/2017	Chief Engineer (Civil)	
1.5 Present post and date of posting thereto	04/06/2018	Chief Engineer, Shillong	
1.6 Period of discontinuity from duty	a) On Account of Leave	NIL	
	b) On Account of Training /other Official assignments	NIL	
1.7 Academic and professional Qualifications			
Post Graduate: Master of Building Engineering and Management, School of Planning & Architecture, New Delhi			
1.8 Inland / Foreign Training /Refresher courses undertaken and professional qualification attained and whether report submitted or not	No		
1.9 Registration No. of council of Architecture and date upto which it is valid (Applicable in case of Architectural Professional only)			
1.10 Fellowship / Membership of Professional Bodies :	No	PUSHKAR SINGH RAWAT <i>(Signature)</i>	

## PART-II : Self Appraisal for the Year

## **2.1 Brief description of duties of the post :**

Some of the important duties being performed as CE Shillong are given as below: (1) To liaise with various client organization so as to resolve their problem regarding construction and maintenance; (2) To perform the duty of Nodal Officer in construction works; (3) To inspect the works from the angle of quality as well as progress; (4) To make and process the Preliminary Estimates based on drawings; (5) To make and process the Detailed Estimates of various works; (6) To sanction the estimates technically and the award of work thereof; (7) To monitor the works in pre-construction stage; (8) To monitor and taking remedial measures for the works in construction stage; (9) To monitor the expenditure in different heads of accounts by divisions; (10) Checking and sending the various monthly, quarterly and annually reports at Zonal level; (11) To monitor the Court cases and Arbitration cases; (12) To monitor & reply all PQs, PGs, R.T.I. references received; (13) To process and pass the Deviation, Extra and Substituted items; (14) To make certain decisions regarding work to minimize the time over run and cost overrun; (15) To monitor & to make available the structural drawings of Zonal level works; (16) To look after the welfare of staff.

2.2 Please Specify the quantitative/physical/financial targets/ objectives(8 to 10 items Priority-wise/in order of importance) that were for you and your achievements against each target and unforeseen assignments and initiatives taken. :

SNo.	Targets	Achievements
1	Preliminary Estimates	90 Nos. (Rs. 1356 Crore)
2	Detailed Estimates	25 Nos. (Rs. 222.50 Crore)
3	N.I.T.	27 Nos. (Rs. 391.21 Crore)
4	Recommendations sent to DG/SDG Office for work acceptance	2 Nos. (Rs. 175.10 Crore)
5	Statement of Extra Items, Substituted Item & Deviations	52 Nos. (Rs. 29.04 Crore)
6	Work Load 2019-20	Rs. 208.50 Crore (10.76% above 2018-19)
7	DPR	CGST (Rs. 258 Crore)
8	Budget Utilization	CAPF 99.16%; MoHUA Revenue 99.22%; MoHUA Capital 99.95%
9	Structural Drawing issued	722 drawings
10	Reply of all PQ's, PG's, RTI, Internal & External Audit Paras and other Monthly & Quarterly Reports	100%
11	Hindi Pragati Report	75.68% ‘क’ क्षेत्र & 67.02% ‘ग’ क्षेत्र (against mandated 55%)

2.2(b) Please specify the quantitative targets/objectives for implementation and adoption of various ERP Modules (like Leave Mgmt. System, Learning Management System, e-tendering/e-auction, PE/DE-Module, Collaboration Tool etc.) that were set for you - both at your unit level as well as individual level including training on the ERP Modules and your achievements against each target thereof including related

assignments and initiatives taken.: -

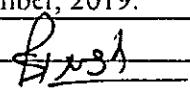
Procurement through GeM Portal(Wherever Applicable) (i) Total budget allocation for procurement by Ministry/Department/Division /Section in Rupees(as may be applicable in the case of the officer Reported Upon) (ii) Total Procurement made through GeM portal made by him/her during the period of report(in Rs.) (iii) % of Procurement through GeM portal as against the budget indicated in the target (iv) Procurement made outside GeM portal and the reason therefor (v) Steps Taken for Promotion of GeM in the ministry/Department/division /Section	
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2.3 Please Comment briefly on your achievements with reference to target/objectives referred to in Column 2.2. (a) and (b) Please also indicate significantly higher achievements in relation to the targets and your contribution thereto. :

Able guidance and moral support given by Senior Officers has resulted in definite higher achievements and significant improvement in the working of CE Shillong. The following higher achievements are worth mentioning: (1) The total work load achieved was Rs. 208.50 Crore (i.e. an increase of 10.76% against workload of Rs. 188.25 Crore achieved in 2018-19) inspite of difficult site conditions in Nagaland and Arunachal Pradesh as some of the sites are at a very high altitude which is more than 5000 to 13700 ft. and difficult weather condition and insurgency issues; (2) P.E.'s amounting to Rs. 1356 Crore were sent which when sanctioned will go a long way in increasing the workload of this Zone in upcoming years; (3) The tender for C/o Film and Television Institute at Jollag - Rakap village, District Papumpare, Arunachal Pradesh (Sanction Cost 131.70 Crore) was got awarded from Central Works Board in September, 2019 after successfully settling complaints during pre-qualification process; (4) The tender for C/o 15.517 Km Inter State Road between Meghalaya and Assam under North East Road Sector Development Scheme (Sanction Cost 58.01 Crore) was got awarded from Regional Works Board in December, 2019 after successfully settling complaints during pre-qualification process.

2.4 Any other additional & unforeseen assignments carried out / initiatives undertaken

(1) Additional charge of SE Itanagar for more than 9 months. During this period the tender for C/o Film and Television Institute at Arunachal Pradesh (Sanction Cost 131.70 Crore) was got awarded from Central Works Board in September, 2019 after successfully settling complaints during pre-qualification process. (2) PM IIM was closed and 2 divisions were additionally attached with this zone in December, 2019.



PUSHKAR SINGH RAWAT  
Section Officer  
CR Cell, Director General  
C.P.W.D., Nirmal Bhawan, New Delhi 09-04-2024, 15:06

2.5 Please comment briefly on the limitations / shortfalls with reference to the targets referred to in column

2.2. (a) and (b) Please specify the constraints, if any, in achieving the targets.

Certain targets could not be achieved due to shortfall in budget allotment by CAPFs.

2.6 (A) Have you filed your immovable property return as due ? If yes, please mention date	Yes 22/01/2020
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(B) Have you set the annual work plan for all officers for the current year in respect of whom you are the reporting authority ?	Yes
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(C) Have You Written the APAR of all officers in respect of whom you are the reporting authority ?	No
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(D) Have You attached Summary Report of annual medical examination in the prescribed performa, if the officer of Group 'A' has attained the age of 40 years and above?	No
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Upload Attachment (if any)

Date: 22/05/2020

Signature of Officer reported upon :

Name in block letters : MANOJ KUMAR TALREJA

Designation : Chief Engineer

Reporting authority : Vinit Kumar Jayaswal

Reviewing authority : Puneet Kumar Vats

Accepting authority : Durga Shanker Mishra

### PART-III : To Be Filled By Reporting Officer

3.0 Do you agree with the self-Appraisal of the officer with regard to targets and achievements? Indicate reasons and extent of disagreement with reference to columns above if any.	Yes
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Not applicable.

### 3.1 Assessment of work output of Reported Officer(Weightage 40%) (On scale 1-10 Instructions)

Reporting Authority	Reviewing Authority
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*S. Mishra*

PUSHKAR SINGH RAWAT

Section Officer

CR Cell, Director General

C.P.W.D., Nirman Bhawan, New Delhi

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i) Extent of accomplishment of planned work as per para 2.2 above	7	0
ii) Accomplishment of other additional & unforeseen assignments / initiatives undertaken as per para 2.4 above	7	0
iii) Quality of work output	7	0
Overall Grading on 'Work Output'	7	0

### 3.2 Assessment of personal attributes(Weightage 30%) (On scale 1-10 see Instructions)

	Reporting Authority	Reviewing Authority
i) Attitude to work	7	0
ii) Sense of responsibility and initiative taking ability	7	0
iii) Discipline	6	0
iv) communication skills	8	0
v) Leadership qualities	7	0
vi) Disposition for team work	7	0
vii) Capacity to work to time lines	6	0
viii) Inter-personal relations	7	0
Overall Grading on personal attributes	6.88	0

### 3.3 Assessment of functional competency (Weightage 30%) (On scale 1-10 see intructions)

	Reporting Authority	Reviewing Authority
i) Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them effectively	7	0
ii) Strategic planning ability	7	0
iii) Decision making ability	7	0
iv) Analytical Ability	7	0
v) Coordination ability	7	0
vi) Ability to motivate and develop subordinates	8	0
Overall Grading on personal attributes	7.17	0

### 3.4 Overall Grading of Part-III on scale 1-10 :

Grading	Reporting Authority	Reviewing Authority
Part 3.1	2.8	0

*PUSHKAR SINGH RAWAT  
Section Officer  
CR Cell, Director General  
C.P.W.D., Nirman Bhawan, New Delhi  
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Part 3.2	2.06	0
Part 3.3	2.15	0
Overall Grading	7.01	0

**PART IV General Attributes (Weightage not applicable)****4.1 Integrity : Please Comment on integrity of the officer :**

Beyond doubt.

**4.2****Reporting Authority**

i) State of Health	Very good.
ii) Attitudes towards weaker section and SC/ST/OBC	Fair.
iii) <u>Aptitude and potential</u> Please mention about the aptitude of the officer and areas in which he has potential to develop alongwith training needs.	Project management.

**4.3 Pen Picture in about 70 words :**

He is a sincere officer, with good knowledge of rules and procedure. His performance has been very good.

**Attachment (if any)**

Place : New Delhi

Date : 06/06/2020	Signature of Reporting Officer
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Name in Block Letters : VINIT KUMAR JAYASWAL
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Designation : SPL DG(CIVIL)
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Reviewing authority : Puneet Kumar Vats

**PART V Remarks of the Reviewing Officer****(I) Length of Service Under Reviewing officer :**

PUSHKAR SINGH RAWAT

Section Officer  
 CR Cell, Director General  
 C.P.W.D., Nirman Bhawan, New Delhi

09-04-2024

(II) Do you agree with the assessment made by the Reporting officer with respect to the work output and various attributes in Part-III & IV ? In case you do not agree with any of the numerical assessment or attitudes, please record your assessment in column provided for in part and initial your entries.

(III) In case of difference of opinion , details and reasons for the same may be given:

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(IV) Remarks/observation on the Pen Picture given by the Reporting Officer :

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(V) Overall Grading :

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Attachment (if any)

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The reviewing officer has not supervised the work of reportee for at least three months, Hence there is no remarks of reviewing officer. ✓

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Place :

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Date : 15/06/2020

Signature of Reviewing Officer

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Name in Block Letters : PUNEET  
KUMAR VATS

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Designation : Director General(in Situ)

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Acceptance authority : Durga Shanker Mishra

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#### PART VI Remarks of the Acceptance Authority

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1. Do you agree with the assessment made by the Reporting officer/Reviewing officer and details of difference of opinion, if any, with reasons for the same . In such case, Acceptance Authority will also give overall grade on a scale of 1 to 10.

Yes

PUSHKAR SINGH RAWAT

Section Officer

CR Cell, Director General

C.P.W.D., Nirman Bhawan, New Delhi

09-04-2024, 15:06

## 2. Remarks / observations of Acceptance Authority, in case of difference of opinion with Reviewing Officer:

None

3. Overall Grading : 7.0

Attachment (if any)

Place : New Delhi

Date : 17/08/2020

Signature of Accepting Officer

Name in Block Letters :  
DURGA SHANKER  
MISHRADesignation :  
Secretary(MoHUA)

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*fush*  
PUSHKAR SINGH RAWAT  
Section Officer  
CR Cell, Director General  
C.P.W.D., Nirman Bhawan, New Delhi