

PROCEDURE ORDER FOR APPROVAL OF DRAWINGS ON E-OFFICE

Sub : Online approval of all Drawings of all Departments on e-office platform (alternative to e-DAS system).

It has been observed that on-line movement of drawings in e-DAS system has some initial bugs and deficiencies as a result smooth movement of drawings is an issue. The matter was taken up with developer who resolved some issues but a number of them are still to be resolved. In last few months, inflow of drawings to PCE's office has also reduced due to complexities in on-line movement through e-DAS system. It has resulted into increased no. of drawings under approval and thereby affecting the related projects.

In the changed scenario of Covid-19 time as well, on-line movement of drawings seems to be better way for approval of drawings. Through e-office, large number of drawings can be processed in very less time and without any complexities. Therefore, the following Procedure Order is formulated for implementation on East Central Railway as an alternative to e-DAS till all issues of e-DAS are resolved :-

A. APPROVAL OF NEW DRAWINGS –

1st Stage :

- (i) PDF copy of the AutoCAD drawing would be circulated in receipt on e-office to all concerned approving signatories in advance for their information and evaluation.
- (ii) Separate file for each drawing shall be created on e-office by initiating unit.
- (iii) The noting side of this file shall contain :- (a) forwarding proposal with justification of initiating the drawing & (b) workflow of list of approvers / signatories..
- (iv) The C- side of this file shall contain :- (a) High resolution drawing PDF copy, (b) properly filled up check list, (c) L-section, (d) soil report, (d) ESP or any other essential papers required for necessary scrutiny.
- (v) The file will be pushed to the 1st signatory as per workflow by initiating unit. Afterwards, each signatory will submit his/her remarks / observations, if any, within a maximum 2 - 3 days of submission of the file. This will continue up to last signatory after which the file will be pushed back to the initiating unit.
- (vi) Now, initiating unit of the drawing will compile all modifications/ corrections / alterations / suggestions, as received from various signatories and will prepare action status in juxtaposition along with correction of drawing.

2nd Stage :

- (i) PDF copy of the corrected drawing shall be attached on the noting side however combined juxtaposition report shall be attached on C-side of the 1st stage file.

- (ii) The initiating unit will process the file to all the approvers / signatories as per workflow already available in initial notes.
- (iii) The first recipient/signatory will approve the drawing in the file (not on the drawing) and move the file to the next signatory.
- (iv) In case, he still has certain observations, at variance with observations of other signatory; he will record his observations on note side of file and move the file to next signatory.
- (v) Alternatively, he can choose to settle the issue with the approver / signatory differing with him on e-office platform itself.
- (vi) However, the drawings would not be held back by any approver / signatory for more than one (1) day and it would be forwarded to the next approver / signatory with remarks "approved" or "approved with observation".
- (vii) This movement will continue till the last signatory and final approval on file. Last signatory will return file on e-office to the initiating unit for initiating 3rd stage of approval.
- (viii) While approving the drawing on file, the officer concerned such as Chief Engineer/Con and CPDE will allot drawing number on note side of file itself

3rd Stage :

- (i) The initiating unit will further correct the AutoCAD drawing if any with juxtaposition remarks as advised while approving the drawing in 2nd stage along with entering the drawing number and this corrected PDF drawing (**High Resolution**) will now be submitted to first signatory on e-Office for Digital Signature. The officer concerned will digitally sign the drawing and forward the same to next approver / signatory as per workflow which will continue up to the last signatory.
- (ii) This exercise shall be completed within 5 days.
- (iii) After approval, the approved drawing will be kept for record of approving authority and file will be returned to the initiating unit for further dispatch of soft copy of the drawing to all concerned units.

B. ALTERATION TO APPROVED DRAWINGS

- (i) Approval of competent authority (CAO/C in case of construction and DRM in case of Division) will be obtained for making alteration giving reason & authority for same.
- (ii) Alteration will be marked on the printed copy of approved drawing along with details of alteration and signature block will be indicated on the drawing. Thereafter, the drawing shall be scanned in **High Resolution PDF** format.
- (iii) Process as followed for 1st, 2nd and 3rd stages while approving new drawings shall be followed for approval of alteration to the drawing.

C. APPROVAL OF DRAWING IN PROCESS ON TRACING

- (i) The drawings already under process on tracing paper will be scanned in **High Resolution PDF** format.
- (ii) Process as followed for 1st, 2nd and 3rd stages while approving new drawings shall be followed for approval of remaining signatories on the drawing.

D. Applicability of Procedure for Approval of Drawings

This Procedure Order will be applicable for all types of drawings, across all departments i.e. engineering, construction, S&T, electrical, mechanical, traffic etc. It will also be applicable to all drawings initiated by DFCCIL, IRCON, RVNL as well. However, in these cases, Sr. DEN/Co-ordination of the Division concerned will be the initiating unit for the purpose of approval of drawings on e-office. Concerned PSU unit should submit their drawing to the concerned Sr DEN/Co-ordination through e-mail on his e-mail id linked with gov.in so that it can be easily diarised.

E. In Case of Exigencies

In case of any exigency, Manual Approval of Drawing can be resorted to with prior approval of Principal Chief Engineer/Hajipur for all drawings under East Central Railway.

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Circulation :

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3. CAOs/Construction and all field units of Construction Organisation, East Central Railway
4. DRMs and Sr. DENs/Co. of all Divisions of East Central Railway
5. CMDs of DFCCIL, IRCON & RVNL