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कर्मचारी भविष्य निधि संगठन  
(अथवा प्रवृत्तय, भारत सरकार)  
Employees' Provident Fund Organisation  
(Ministry of Labour, Govt. Of India)

मुख्य कार्यालय/ Head Office  
भविष्य निधि भवन, 14-भिकाजी कामा प्लेस, नई दिल्ली-110066  
Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066

Dated: 13.11.2006

No 5966/0

To  
Addl. CPFC (EZ/SZ/WZ/NZ)  
Director (NATRSS)  
R.P.F.C. (ASD), R.P.F.C.(NDC)

Sub: Standardization of agreement for lease, annual maintenance, construction work and scale of accommodation etc. for E.P.F.O.

Sir,  
Enclosed, please find herewith the following documents approved by Executive Committee, CBT, EPF in its 55<sup>th</sup> meeting held on 24.07.2006.

- |    |  |   |               |
|----|--|---|---------------|
| a) | Agreement for construction work  | - | Appendix 'A'  |
| b) | Agreement for maintenance work   | - | Appendix 'B'  |
| c) | Agreement for lease accommodation  | - | Appendix 'C'  |
| d) | Scale of accommodation   | - | Appendix 'D'  |
| e) | Check list for hiring/lease of accommodation                               | - | Appendix 'E1' |
| f) | Check list for land/ready built building complex purchase for E.P.F.O.     | - | Appendix 'E2' |
| g) | Check list for schedule of special requirements for office building        | - | Appendix 'E3' |
| h) | Check list for schedule of special requirements for hostels                | - | Appendix 'E4' |
| i) | Check list for schedule of special requirements for residential complexes. | - | Appendix 'E5' |

These may be circulated to all RO/SRO/RC(ZTI) under your jurisdiction for reference and implementation please.

Yours faithfully

Lt Col PK Chaturvedi  
Chief Engineer

Encl.: As above.

Copy to:

- 1) PS to C.P.F.C. for information please.
- 2) R.P.F.C.(FA) alongwith enclosures for information and necessary action please.
- 3) R.P.F.C.(MIS) alongwith enclosures with reference to U.O. note No.MIS/Misc./4(4)2005 dated 09.11.2006 for information and necessary action please.



## Employees Provident Fund Organisation

### Scales of Accommodation

The scales specified here will be regarded as guide over SIU Norms and under the provisions of GFR having relaxation for organization not funded partially or fully by govt. funds and power vested with CBT, EPFO and further delegations there-in. Further flexibility lies with Sub Committee up to 10% variations. Due consideration should be given to byelaws of the local civil authority wherever any accommodations built in the areas covered by civil jurisdiction.

1. **Ceiling Height:** These will be taken as average ceiling heights where sloping roofs or eaves are provided and due care being taken that ceiling height is not less than 3.00 m at the point to where ceiling fan is to be fixed. These may be suitably increased/decreased as per functional requirements and storage accommodation etc, wherever required. Similarly for toilets, dressing room, certain stores etc, heights must be reduced if feasible.
2. **Colour in Buildings:** Cement paint in colour may be used as external finish. Other superior external finish such as cladding in sandstone slabs/ Grit wash or stone chips etc. may also be adopted with the prior approval of technical authorities. Colored finishes in the form of suitable distempers except kitchen, common areas, stores etc. for Type IV and upwards technical sanction need to be taken for deviations.
3. **Floors:** Hard wearing and easy to maintain floors of terrazzo or polished stone, whether economical will be provided in the following accommodation –
  - a) Sanitary Area (Bath, urinal, wet B and WC in all types of accommodation.
  - b) Kitchens, cookhouses and cafeterias.
  - c) All rooms in offices/office accommodation/guest houses, lobbies, verandah, passages and staircases.
  - d) All accommodation where non-dust remitting floor is necessary.
  - e) Main entrance halls, stair cases and areas in administrative block where wear and tear on floor is uncommon, special type of flooring is required or specified in the scales, suitable flooring/ PVC tiles or any other suitable material will be provided.
4. **Mosquito Proofing:** Mosquito proofing is to be provided in all living accommodation as well as other central office accommodation. Mosquito proofing may also be provided in buildings where workers have to work between sunset to sunrises and where advised by the local authorities.
5. **Refuse Disposal:** Refuse bin enclosures may be provided on as required basis. The site for the refuse bin enclosures to individual buildings must be compatible with the method of local collection of refuse and must conform to the requirements of local authorities.
6. **Inclinators:** These should be provided in official complex.
7. **Television Aerial Fixtures:** The provision of fixtures for television cable as empty conduits may be provided in public room and living accommodations for subsequent use.
8. **Bicycle cum Scooter Shed :** Sheds for parking of bicycles cum scooters will be provided for office buildings. These shall be provided to meet the minimum essential requirements and will be built to the most economical design and specifications with the following floor areas:

a) Bicycles	0.84 sm / cycle
b) Scooters	2 sm / Scooter
9. **Community Hall / Family Welfare Centre:** These may be provided wherever accommodation is constructed on community basis (not less than 60 quarters) The scale is to be assessed at 0.75% sm per person employed in local office. The maximum size of hall shall not

10. **Walls/Fences:** These will be provided on as required basis. Maximum heights should be as below: -

- a) High walls 2.7 m
- b) Med 2.1 m
- c) General 1.7 m
- d) Security fencing 1.4 m+ 45 degree (double swan nick)

11. **Verandahs:** These will be provided as required to meet functional and climatic requirements. The clear width should normally not exceed 2.1 m.

12. **Water closet or Latrines, Urinals, Bath and Wash Hand Basin:** Each toilet or bathroom or WC will normally comprise of fittings and fixtures given below. Additions or deletions shall be made if indicated in the scales:

- a) Toilet 3.0 sm WC, WHB, Urinal, mirror, towel rail, toilet paper reel and abluion tap. EWC shall be with jet fittings/shower.
- b) Toilet with bath 4.0 sm All as above (without urinal) with shower, soap tray or soap niches. (Medium cub board in married / single officers accommodation)
- c) Bath room 2.0 sm Shower, towel rail, soap tray or soap niche
- d) WC 1.5 sm Toilet paper rich with E type WC, niche and Ablution tap.
- e) WHB 1.5 sm With mirror and soap tray or soap niche
- f) Urinal 1.0 sm

13. **Electric bells:** Call bells in all living accommodation however in Type VI & above, one bell in rear entry shall also to be provided.

14. **Telephone points:** One in main rooms of Type V & above and one each for other type of living accommodation. Telex to be provided for office complex.

15. **Iron bars or Grills to Windows and ventilators:** These will be provided on as required basis as a measure of security where considered essential.

16. **Gen Set:** Stand by power requirements together with load for lighting and ventilation in all AC/Lift will be treated as authorized.

- a) Staff Strength Up to 50 persons 30 KVA
- b) More then 50 and less then 100 50 KVA
- c) More then 100 and less then 200 100 KVA
- d) More then 200 150 KVA

17. **Water Supply**

- 1. One extra tap in kitchen
- 2. In office complex where water supply plant / canteen is made?
- 3. A garden tap in officer's residential complex

18. **Low corridor/floor lights.**

It should be provided to common corridors of office complex and guesthouse approaches.

19. **Seismic Provisions**

All measures to be taken for seismic structural provisions as per IS provisions/Local bodies' mandatory requirements.

19. **Scales for residential quarters.**

S. No.	Details	Type I	Type II	Type III	Type IV	Type V	Type VI and above	Remarks
a	Plinth Area	34 SM	45 SM	56 SM	84 SM	140 SM	160 SM	-Upto 10% variation by CE, E.P.F.O.
b	Servant Quarters	NA	NA	NA	NA	10 SM	15 M	

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c	Garage	2.5 M (Combined)	2.5 SM (Combined)	2.5 SM (Combined)	4.20 SM (Combined)	4.20 SM	18.00 SM	Additional 4.5 SM if separate stairs (5% variation)
d	Staircases	5 SM	5 SM	5 SM	5.5 SM	6.5 SM	7 SM	
e	Sleeping out balconies	7.45 SM	7.45 SM	7.45	7.80 SM	9.85 SM	10 SM	As per climatic conditions
f	Sitting out balconies	1.5 SM	2.5 SM	3.5 SM	4.5 SM	5.5 SM	6 SM	As per CPWD manual
g	Fans	2	3	4	5	6	6	In guesthouse as on required basis.
b	Exhaust fan	1	1	1	1	2	2	In guesthouse.
i	Geysers	1 point only	1 point only	1 point only	2	2	3	In guesthouse as on required basis.
j	Cup board	1	1	2	2	3	3	In guesthouse as on required basis.
k	Show case	1	1	1	1	1	2	In guesthouse as on required basis.
l	Electric+ power meter	1 each	1 each	1 each	1 each	1 each	1 each	In guesthouse as on required basis.
m	Power Plug	3/4	3/4	3/5	5/6	5/7	5/8	In guesthouse.
n	Connected coverage	2 KW	3 KW	3.5 KW	4 KW	4.5 KW	5 KW	In guesthouse as on required basis.
o	Direct water point	In Kitchen	In Kitchen	In Kitchen	In Kitchen and bathroom	In kitchen and bathroom	In kitchen and bathroom	

#### 20. Scales for office building

S.No.	Details	Area	Note
a.	C.P.F.C.	30 sq.mt.	a) Staff 180 to 200 = 2000 sq.mt.
b.	FA/ACPFC/RC (I) as RO	25 sq.mt.	
c.	ACPFC/CE/RC as SRQ	22 sq.mt.	
d.	RC (I)/RC(I)/EE/APFC/AO	11 sq.mt.	
e.	Other officers including PAs/PS	5.5 sq.mt.	b) Staff more than 120 to 180 = 1500 sq.mt.
f.	Other Ministerial Staff	3.5 sq.mt.	
g.	Planning/Confer Room	30 sq.mt.	
h.	Record Room (Current)	30 sq.mt.	
i.	Record Room (old)	40 sq.mt.	c) Staff 100 to 120 = 1200 sq.mt.
j.	Computer Centre	100 sq.mt.	
k.	Canteen	30 sq.mt.	
l.	Library	20 sq.mt.	
m.	Stationery	10 sq.mt.	d) Staff upto 100 = 1000 sq.mt.
n.	Centre Registry/Duplicating/Telex/ FAX	15 sq.mt.	
o.	Care Taker	10 sq.mt.	
p.	Reception	20 sq.mt.	
q.	Ladies Room	15 sq.mt.	e) For any addition staff strength more than 200 @ 50 sq.mt. per 10 staff strength.
r.	Union Room	15 sq.mt.	
s.	Recreation Room	30 sq.mt.	
t.	Sanitary Annex/Drinking Water Point	70 sq.mt.	
u.	Guard Room/Security Staff	10 sq.mt.	
v.	Drivers/Supporting Staff Room	10 sq.mt.	
w.	DG Set Room	10 sq.mt.	
x.	Circulation Area	20%	
y.	Future Expansion	For own assets only (20%)	