

# Office Requirement for 8<sup>th</sup> Floor GIDB

Sr. No.	Requirement	Remarks
	<b>Outer Area beautification on 8<sup>th</sup> Floor</b>	
1	Reception Area With reception counter	Smaller than existing area
2	Visitors area	Smaller than existing area
3	Cabin for CEO with Anti Chamber (With attached Washroom)	1
4	Cabin for PS to CEO	1
5	Board Room with Pantry, Projector, Screen, TV Screen, VC Console and other required Electronics Items 12 Laptops	1 (Table for One head plus 22 chairs ) Side chairs as per size of Board Room
6	Cabin for General Manager (With Attached Washroom)	
7	Cabin for Chief Town Planner (With Attached Washroom)	1
8	Cabin for Deputy General Manager	Smaller size compare to GM
9	Small Meeting Room	1 ( with Round table, 6 Chairs)
10	Accounts Department:  Senior Manager Cabin Open Cubical for Single Person Work Space for Two Person	1  1  3 (6 Person)
11	Storage area for files and Documents	
12	Ladies washroom	As per present no. and placement
13	Gents washroom	As per present no. and placement
14	Pantry and Electric room	As per existing
15	Security- Driver Room/ Area	Outside office
16	Fire Safety Systems and Fire Extinguishers	In entire office
17	Water Cooler with RO Plant	1

# Office Requirement 9<sup>th</sup> Floor

Sr. No.	Requirement	No.
	<b>Outer Area Beautification</b>	
1	Main Sitting Area: <ul style="list-style-type: none"> <li>• Senior Manager Cabin</li> <li>• Open Cubical for Single Person</li> <li>• Open Workspace for two Person</li> </ul>	8 Cabin 8 Cubical 7 Cubical (for 14 Person)
2	Resource Centre Sitting arrangement for one Person	1 (30 to 50 Sq. Meter, depending on design)
3	Separate Sitting arrangement, next to Resource Centre CTP Cell: <ul style="list-style-type: none"> <li>• Cubical for single person for JTP</li> <li>• Workspace for two person</li> </ul>	8 3 (for 6 person)
4	Pantry	1
5	Storage Area <ul style="list-style-type: none"> <li>• For Stationary and pantry items</li> <li>• Current files Storage Area</li> <li>• Storage for Big Maps</li> <li>• Storage for Bids Documents, Old Files</li> </ul>	Total four 1 1 1 1
6	Server Room	1
7	Small Meeting Room	1
8	Waiting Area for Visitors	1
9	Ladies washroom	2
10	Washroom for Disable person	1
12	Gents washroom	As per present no. and placement
13	Security- Driver Room/ Area	Outside office
14	Fire Safety Systems and Fire Extinguishers	In entire office
15	Water Cooler with RO Plant	1

