

DELHI DEVELOPMENT AUTHORITY  
(ENGINEER MEMBER'S OFFICE)

NO.EM.1(10)83/2674

Dated: 19.5.1983

CIRCULAR No. 13

It is incumbent upon the various officers concerned i.e. CE/ACEs/SEs/EEs to inspect the work frequently in order to ensure that the works are being executed in accordance with the designs & specifications laid down for the work. The Engineers must make adequate surprise checks to ensure proper quality of work.

A site order book should be maintained invariably at all works and inspecting officers including Architects etc. should give their remarks if any defective work is noticed by them during the course of inspection. A photostat copy or attested copy of the site orders should be sent by the AEs to EEs/SEs every month.

The EEs/SEs/ACEs/CE must inspect all major works as frequently as possible and issue inspection notes giving their observation on quality of the work and defects noticed.

Copies of the inspection Notes of inspection officers including observation memos of the quality control cell and action taken in compliance with the instructions should be available at all times at the site of .. work for information and further necessary action of the inspecting officers.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER

DELHI DEVELOPMENT AUTHORITY

NO.EM.1/(10)83/2780

Dated: 23rd May, 1983  
24th

CIRCULAR NO. 14

Sub: Execution of maintenance of works in Resettlement colonies.

It has been reported that a large number of maintenance works in Resettlement Colonies are being executed without sanction of proper detailed estimates. This is irregular, particularly when no yardsticks are available for the quantum of labour to be deployed, and various items to be executed etc. It has also been observed that the incidence of actual expenditure on maintenance works in various colonies is not uniform. In fact, there are large variations in expenditure on maintenance works for colony to colony. It is also noted that there has been a sharp increase in maintenance expenditure during the last year or so. All this is required to be properly examined.

2. I would request all CEs/ACEs to please check up the details of maintenance expenditure in Resettlement colonies under their charge on a priority basis. CE/ACEs/SEs/EEs are advised to prepare and sanction proper detailed estimates for all maintenance work in Resettlement Colonies under their respective charges to exercise proper financial and technical control on those works.

3. Compliance report on these instructions may please be sent to this office at an early date.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER  
23.5.83

No.EM.1(10)83/2781

Dated: 24th May, 1983

## CIRCULAR NO. 15

Sub: Constn. of 4 storeyed residential flats with load bearing construction in 9" thick wall Checking of verticality. -----

It is common knowledge that with use of 9" thick load bearing brick masonry wall in 4-storeyed construction, it is extremely important to ensure that the walls are truly vertical and in plumb. This point has been stressed time and again during site inspections as well as discussions in the Co-ordination Meetings held with CE/ACEs/SEs. It is once again enjoined on all concerned to pay special attention to this point during day-to-day supervision as well as periodical inspections. The verticality of walls should be checked frequently for which necessary arrangements (plumb bob) etc. should be readily available at site. Whenever the walls are out of plumb, necessary remedial measures must be taken well in time either by way of dismantling and re-doing the work or by rectifying the defects through other means of rectification/strengthening.

2. In this regard attention is also invited to para 6.2.8 scaffolding on page 126 of CPWD specification, 1977, Vol. I (Annexure A). It has been the general experience that if masonry work is carried out with proper scaffolding from out side with frequent checking of plumb, much better results are obtained with regard to vertically of the walls, It is, therefore, necessary that brick masonry work is carried out with scaffolding from outside only. This should also be carefully noted for strict compliance.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER

ANNEXURE-A6.2.8. SCAFFOLDING:-

For all exposed brick work or tile work, double scaffolding having two sets of vertical supports shall be provided. The supports shall be sound and strong, tied together with horizontal pieces over which scaffolding planks shall be fixed.

For all other brick work in building, single scaffolding shall be permitted. In such cases, the inner end of the horizontal scaffolding pole shall rest in a hole provided only in the head course for the purpose. Only one header for each pole shall be left, out. Such columns less than one metre in width, or immediately near the skew backs of arches. The holes left in masonry works for scaffolding purposes shall be filled and made good before plastering.

NOTE:

In case of special type of brick work, scaffolding shall be got approved from Engineer-in-charge in advance.

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## DELHI DEVELOPMENT AUTHORITY

Mp/E,  
No.EM.1(10)83/2782

Dated: 24th May, 1983.

## CIRCULAR NO. 16

Sub: Development works in Unauthorised Colonies & Urban Villages.

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Plan funds available for carrying out development works in Unauthorised Colonies and Urban Villages are very limited compared to the total magnitude of all these works. It is, therefore, necessary to draw up priorities for execution of these works immediately. Complete lists of Urban Villages and Unauthorised Colonies are already available. Statements may please be prepared immediately for all Urban Villages and Unauthorised Colonies, under the charge of DDA, giving the following information:-

1. Names of the Villages/Colonies.
2. Development works already sanctioned/taken up in these villages/colonies.
3. Expenditure already incurred.
4. Committed expenditure on works already awarded and make up.

2. There after, priority lists may be prepared for these villages /Unauthorised Colonies for execution of the remaining items of development works. For example priority could be given to such villages and unauthorised colonies where bulk services are already available nearby.

3. The Vice-Chairman, DDA has already given broad directions about the relative priorities of various items of development work to be executed, which shall be in the following order.

1. Water supply
2. Storm Water drains.
3. Sewer Lines.
4. Roads.

It is not desirable to spend the limited funds available for development works on any other items of development (of lower priorities besides, expenditure on items which are not covered by the project report, must be avoided. These instructions may please be noted for strict compliance.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER

No.EM.1(10)83/27/2783

Dated: 24th May, 1983.

## CIRCULAR NO. 17

Sub: Ban on use of water containing chlorides and sulphates for construction purposes.

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It is common knowledge today that use of water containing excessive chlorides and sulphates for RCC concrete and mortars affect their strength adversely and reduces the life span of the structure considerably. Chlorides and sulphates may cause destruction of bond system steel concrete cracking of concrete and spelling out of concrete cover in structural, which erodes the structure slowly but surely and the life expectancy of the structure may be drastically reduced from 100 years to a low as 10 years. Evidently, if good water for construction purpose is not available near the site of work, it would be much better to make alternative arrangements of water from a distance rather than resorting to the use of saline water available in the locality which may cause irreparable damage to the structure.

2. It has been decided that on DDA works, for all future construction, where-ever good water is not available near the site, alternative arrangements for suitable quality of water must be made immediately. These instruction may kindly be noted carefully by all concerned for strict compliance.
3. An extract from CPWD specifications and IS 456-1978 regarding quality of water for construction purposes is enclosed at Annexure A&B for information and guidance.
4. To ensure proper quality control on the use of water, all EEs must collect samples of water from every site under their charges and get these tested under their personal supervision to ensure that only proper quality of water is used on the works. These tests should be repeated once in every three months or even earlier. It may please be noted that surprise sampling and testing of water may also be carried by Quality Control Cell of DDA. In case, the quality of water being used on the work (for RCC concrete or mortar work) is found not conforming to the prescribed standard the EE and AE concerned will held responsible for the same.

Sd/-  
(K.D. BALI)



ANNEXURE - A

EXTRACTS OF CPWD SPECIFICATIONS  
IN RESPECT OF  
WATER FOR MORTARS/CONCRETE/RCC WORK

AS PER CPWD SPECIFICATIONS:-

WATER used shall be clean and reasonably free from injurious quantities of deleterious materials such as oils, acids, alkalies, salts and vegetables growth, generally potable water shall be used. Where water can be shown to contain any sugar or an excess of acid, alkali or salt, the Engineer-in-charge may refuse to permit its use. As a guide, the following concentrations may be taken to represent the maximum permissible limit of deleterious materials in water:-

- a. Limits of acidity; To neutralise 200 ml. sample of water, it should not require more than 2 ml. of 0.1 N caustic soda solution.
- b. Limits of Alkalinity: To neutralise 200ml. sample of water it should not require more than 0.1 ml. of 0.1 N Hydrochloric acid.
- c. Percentage of solids should not exceed:-
 

Organic	200 ppm (0.02%)
Inorganic	3000 ppm (0.30%)
Sulphates	500 ppm (0.05%)
Alkali Chlorides	1000 ppm (0.1%)

EXTRACTS FROM IS 465-1978 IN RESPECT  
OF WATER FOR CONSTRUCTION PURPOSES

4.3 WATER: Water used for mixing and curing shall be clean and free from injurious amounts of oils, acids, alkalis, salts, sugar, organic materials, or other substance that may be deleterious to concrete or steel. Potable water is generally considered satisfactory for mixing concrete. As a guide the following concentrations represent the maximum permissible values:-

- a. To neutralise 200ml - sample of water, using phenolphthalein as an indicator, it should not require more than 2 ml. of 0.1 normal NaOH. The details of test shall be as given in IS-3205-1964.
- b. To neutralize 200ml. sample of water, using methyl orange as an indicator, it should not require than 10ml. of 0.1 normal HCl. The details of test shall be as given in IS 3025-1964.
- c. Permissible limits for acids when tested in accordance with IS: 3025-1964 shall be as given in table:-

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TABLE I PERMISSIBLE LIMIT FOR SOLIDS  
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(CLAUSE A.3)

	PERMISSIBLE LIMIT, MAX.
Organic	200 ml/l
Inorganic	3000 ml/l
Sulphates)(as SO <sub>4</sub> )	500 mg/l
Chlorides(as Cl)	2000 mg/l for plain concrete work and 1000 mg/l for reinforced concrete.
Suspended matter	2000 mg/l

4.3.1 In case of doubt regarding development of strength, the suitability of water for making concrete shall be ascertained by the compressive strength and initial setting time tests specified in 4.3.1.2 and 4.3.1.3

4.3.1.1. The sample of water taken for testing shall represent the water proposed to be used for concreting due account being paid to seasonal variation. The sample shall not receive any treatment before testing other than that envisaged in the regular supply of water proposed for use in concrete. The sample shall be stored in a clean container previously rinsed out with similar water.

4.3.1.2 Average 28 days compressive strength of at least three 15-cm concrete cubes prepared with water proposed to be used shall not be less than 90 percent of the average of strength of three similar concrete cubes prepared with distilled water. The cubes shall be prepared cured and tested in accordance with the requirements of IS 516-1959.

4.3.1.3 The initial setting of 1 time of test block made with the appropriate cement and the water proposed to be used shall not be less than 30 minutes and shall not differ by  $\pm 5$  minutes from the initial setting time of control test block prepared with the same cement and distilled water. The test blocks shall be prepared and tested in accordance with the requirement of IS 4931-1968.

4.3.2. The PH value of water shall generally be not less than



## CIRCULAR NO. 18

Sub: Proforma to be submitted by CE/ACEs alongwith tenders submitted to Works Advisory Board for consideration.

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In order to streamline the procedure for submission of tenders a modified proforma based on the instructions given in CPWD Manual is attached for guidance and necessary action. It is requested that henceforth this proforma should be prepared, filled and submitted alongwith tenders submitted to WAB. While filling the proforma the following further points may be care fully noted for compliance.

1. Name of work should be strictly as per technical sanction.
2. Against item 2(iv) that proportionate amount available in the preliminary estimates on the basis of which administrative approval has been accorded, may be worked out and shown. This should also include the element of contingencies and other adhoc increases allowed in the preliminary estimate. Items not included in the detailed estimate should be excluded.
3. Against item No.3(a)(iv) brief details of the work included in the technically sanctioned estimates may be given.
4. Against item No.4 it may be clearly brought out whether the tenders have been called for the items, included in the technical sanction. Full details of the items omitted alongwith cost will be given. It may also be stated as to how the remaining items will be executed.
5. Against item No.6(iii) names of the papers and the dates on which the advertisement has appeared may be invariably given. On the date of the receipt of tenders, in case the relevant information has not been received from the EE, it will be his personal responsibility to obtain the required information from concerned organisation by deputing a responsible official. If necessary, relevant papers may be consulted in some library or in the office of the concerned newspaper. In short, the EE must bring out very clearly the names of papers and the dates on which the press notice has been advertised. Any laxity on the part of the EE in this respect will be viewed seriously.
6. Against item No.8 the date from which tenders were available for sale to the contractors may be given. It will not be correct to simply mention the last date of the sale of tenders against this item.
7. In the remarks column, against Item No.9 the relevant orders of the competent authority under which a particular contractor or the class of contractors who were not eligible to tender, have been permitted to tender may be quoted. For example, if the tenders have been thrown open to contractors enlisted in next below category or in other departments/organisations, mentions of the relevant orders of the competent authority shall be made here.

8. The information against item 11 can be prepared in a separate statement, to be submitted alongwith the tenders. This statement inter-alia, should clearly bring out the tendered amount/percentage, financial effect of the various conditions and the net amount/percentage of all the tenders received after taking into consideration the financial effect of conditions. Comments on the conditions should also be given.
9. While working out the financial effect of conditions given by the contractors, instructions contained in Director General (Works) CPWD Memo No. CE/Con/766 dt. 1.7.82 (Copy enclosed) should be strictly followed. The lowest contractor should be determined as laid down in this circular and indicated accordingly in the statement. In cases, where conditions are modified by the contractors as a result of negotiations, financial effects statements should indicate both the original conditions and their financial effects. The lowest contractor would, however, be determined in the tender.
10. Against Item No. 12 the works executed by the lowest three tenderers in DDA and comments on the quality of work executed by the (Very good/Good/satisfactory, poor; very poor) should be given. The works should be inspected by the SE concerned and remarks given under his authority.
11. Against item No. 13 the remarks and recommendations of the EE should be exhaustive. These should be given under different headings. While recommending the tender for acceptance or otherwise, the EE should clearly indicate whether the tenderer is financially and technically resourceful enough, to undertake and complete the work within the stipulated period. Comments should be given on the performance of the contractor.
12. The SEs while giving their own recommendations should not simply repeat what the EE has stated. They should exercise their own judgement and make independent recommendations for acceptance or otherwise of the tender.
13. The time schedule for processing the tenders at various levels has been clearly mentioned in CPWD Manual. In spite of repeated instructions and personal requests, the said time schedule is not being adhered to in many cases; It is once again enjoined upon all the EEs/SEs/ACEs to ensure that the prescribed time schedule is strictly adhered to and wherever there is any deviation, reasons for the same should be appended.
14. CE/ACEs/SEs/EEs may please ensure that market rates are correctly adopted after proper verification-Whenever there is a variation in rates adopted at the same time for different works, reasons for such variations should be given.

Sd/-

(K.D. BALI)

ENGINEER MEMBER

No.CE/CON/746

Dt: 1.7.1982

Sub: Determination of lowest tenderer taking into account the financial effect of conditions.

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IT HAS come to notice that most of the contractors who are tendering for CPWD works are in the habit of stipulating a number of conditions while submitting their tenders. Such conditions are generally given in form of letter accompanying the tenders, and in a few cases these are mentioned in the tender document itself. Where these conditions are written in some places in the tender document itself, the officer opening the tenders has to enter the remark under his attestation that such condition/conditions has/have been inserted so as to remove possible doubt that the same might have been introduced later i.e. after opening of the tender. In case of letters accompanying the tenders all corrections and over-writings should be listed out on each page under the initials of the officer opening the tenders in the same way as for other pages of the tender documents.

GENERALLY the conditions stipulated by the tenderers have financial effect which have to be evaluated in an appropriate manner. The financial effect of all such conditions which have financial bearing has to be added to the tendered amount while deciding on the question as who the lowest tender is.

THIS IS brought to the notice of all offices of CPWD as a uniform practice is not being followed in the department and sometimes while determining the lowest tenderer, some people are ignoring the financial effect of conditions. It is, therefore, brought to the notice that the lowest tenderer would be the one whose tendered amount, after adding subtracting the financial effect of all mandatory conditions which have financial effect (Whether such conditions may or may not be acceptable) is the lowest.

SOME OF the conditions may be in the form of rebates for payment at specified intervals which may be considered for acceptance in the light of instructions contained in this office No.CE/CON/769 dt. 29.3.78. These rebates have to be taken into account while determining the lowest tendered amount.

SOMETIMES a condition may not be mandatory but it may be in the form of an offer giving a special rebate if certain condition is fulfilled or a facility is given. It is open to the department to accept or reject such a condition. Normally, such a condition should not be taken into account while determining the lowest tenderer but while coming to a decision on the tenders, the effect of such a condition given by one of the contractors has to be kept in view, if it is to be advantages of Government and the lowest tenderer may be asked during negotiations whether he is prepared to suitably amend his tendered amount if a similar facility is given to him. If he is not so prepared, the officer accepting the tender shall use his discretion keeping the best interests or to go to the next higher authority for permission to consider a tender other than the lowest. In all cases the officer accepting the tender should keep on record his reasons for taking any particular course of action.

THE FACT that the financial effect of all the conditions have been taken into account for determining the position of tenders does not lapse facts mean that all the conditions shall be accepted whether they are acceptable or not. The Officer accepting the tenders has to take decision on each individual conditions regarding its acceptability or other-wise. If the conditions are not acceptable in the form in which the tenders has stipulated then the tenderer can be required during negotiations to bring them into an acceptable form. But in all cases the authority vested with the officer competent to accept a tender is restrained to carry out negotiations only with the lowest tenderer for which purpose the above guidelines have to be followed for determining who the lowest tenderer is.

THE AMOUNT of the tender which is accepted to be indicated in the acceptance letter should not however, take the financial effect worked out by the department on its own assessment. The amount should, however, include the effect of definite rebates offered by the tenderer if these (conditions rebates) are accepted. The percentage indicated for purpose of Clause-12 should also be with reference to the same accepted tendered amount.

Sd/-

(N.S.L.RAO)

DIRECTOR GENERAL OF WORKS.



MEMO FORWARDING TENDERS..TO WORKS ADVISORY BOARD D.D.A.

1. Name of Work -----
2. Ref.to Admn. Approval.
  - i. Authority.
  - ii. No. & Date.
  - iii. Amount.
  - iv. Proportionate amount available for the work included in the present sub-work.
3. a. Ref.to Tech.Sanction -----
  - i. Authority
  - ii. No. & Date.
  - iii. Amount
  - iv. Scope of work.
3. b. Ref. to Exp.sanction.
  - i. Authority
  - ii. No. & date
  - iii. Amount.
4. Scope of work for which tenders have been called for.
5. Ref.to Approval of HIT.
  - i. Authority.
  - ii. No. & Date.
  - iii. Est. amt. put to tender.
6. Ref.to Publicity.
  - i. Date on which notice inviting tender was placed on notice board in Div.Office.
  - ii. Date on which it was circulated to other offices.
  - iii. The names of papers in which it was advertised and date on which advertised.
7. i. The date and time at which tenders were due to be recd. in Divl.Office.
  - ii. Postponed date and time, if any.
  - iii. Reasons for postponement.

8. The date from which tenders were available for sale to Contractors.

9. Particulars of Contractors to whom tenders were sold quoting authority of DG(W)/CE for issue of tenders to Contractors not eligible to tender.

Name of Contractor	Class in which Regd.	Deptt. in which regd.	Date of Issue of Tender	Remarks (Whether ITCC produced)
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1.

2.

3.

10. Opening of tenders:-

- i. Date & Time at which tenders were due to be opened.
- ii. Date & time at which tenders were actually opened.
- b. Name & designation of Officer who actually opened the tenders.
- iii. Names of contractors present at the time of opening of tenders.
- iv. Name & designation of any other person present.
- v. Have all the contractors deposited earnest money.

11. List of persons who tendered for the job with their tendered amount.

Name of Contractor	Amt./%age Quoted	Brief details of rebates & conditions & Financial effect thereof	Net Amt./%age after taking into consideration the financial effect of conditions.	Comments on the conditions
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12. Works Executed by lowest contractors in DDA.

Name of Contractor	Name of Work	Amount	Date of Start	Stipulated date of completion	Actual date of completion	Reasons for delay	Quality of work
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13. Remarks & recommendations of the Ex.Engineer.

- i. Availability of site.
  - ii. Availability of stipulated materials.
  - iii. Approval of layout plan.
  - iv. Approval of Bldg. Plan.
  - v. Clearance from D.U.A.C.
  - vi. Comments on the capabilities of three lowest tenderers including their financial & technical resources.
  - vii. List of works in hand with the three lowest tenderers indicating the name of work, tendered amt. date of start stipulated period, progress made and remarks.
  - viii. Is this the first call of tenders. If not, details of previous calls & results.
  - ix. Availability funds.
  - x. Justification.
  - xi. Any other information.
  - xii. Comments on the tender.
  - xiii. Recommendations of the Ex.Engineer.
14. Reference to submission of tenders by the Ex.Engineer to the Superintending Engineer No. & Date.
15. Recommendation by the Superintending Engineer.
16. Reference to submission of tenders to the Chief Engineer by Superintending Engineer No. & Date.
17. Recommendations of the Chief Engineer.

## DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)/83/2830

Dated: 30.5.83

## CIRCULAR NO. 19

Sub: Timely payment of the awards where interest becomes payable only when awarded amount is not paid within stipulated time given in the award.

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Instructions regarding bearing interest, issued by the office of the Director General (Works) C.P.W.D. vide letter No. CE/CON/739 dt. 30th Dec. 1981 have already been circulated vide this office endorsement No. EM.2(99)75/ dt. 18.1.82.

In certain cases the Arbitrators while giving the award state that if the awarded amount is not paid within some specified period from the date of award then the claimants will be entitled to the interest on the awarded amount from the date of the award till the date of decree or payment whichever is earlier. In all such cases it is necessary to process the case expeditiously so that decision the award given by the arbitrator is taken well in time and Department is not required to pay any interest. Since a time of about 15 days is required in this office for obtaining approval of the Vice-Chairman, such cases where the arbitrators give awards allowing interest if payment is not made within specified time, be submitted well in time giving a clear margin of atleast 15 days so that approval of the Vice-Chairman could be obtained in time and payment of the interest is avoided. Ex.Engineer, should pursue the matter at personal level.

Any lapse on this account which results in payment of inflexible amount towards interest will be viewed seriously.

Sd/-  
(K.D. PAL)  
ENGINEER MEMBER

NO.EM.1(10)83/2844

Dated: 30.5.83

## CIRCULAR NO. 20

Sub: Preparation of completion plans/services plans.

It has been brought to my notice that in some cases, completion plans of various services provided by DDA are not readily available, resulting in numerous difficulties during maintenance etc. It has been decided that for every colony or housing pocket, developed or built by DDA, completion plans of various services, should be prepared immediately and one set of such plans must be available in the Divisional Office, which one set is to be exhibited in the concerned site office. These plans should clearly show the sizes of pipes, sections of drains, position of control valves, fire hydrants, location and capacity of pumping installations underground and overhead tanks, etc. Similarly services plans should also be prepared for works in progress, which should be exhibited in the site offices.

2. CE/All ACEs, SEs and EEs are requested to please ensure that these plans are prepared and exhibited in the site offices within two weeks positively.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER

(43)

DELHI DEVELOPMENT AUTHORITY

NO.EM.1/(10)/83/2845

Dated: 30.5.83

CIRCULAR NO. 21

Sub: Reporting by exception.

It has been general experience that in a big organization like DDA, instructions are given on large number of points, from time to time, to various officers during inspections, meetings etc. important instructions are also reduced in writing through issue of circulars minutes of meetings, and letters. It is not always practical to monitor the follow-up actions on every point. It is, therefore, enjoined on all concerned that they must implement such instructions promptly without any delay. Normally it will be presumed that all instruction given during inspections or in circulars and various other letters will be implemented by the concerned officers within the time schedules laid down therein (or within a reasonable period where no such time schedule has been given). In case, there are any difficulties or delays in implementing any particulars instruction, the same must be brought to my notice personally as soon as the difficulty is felt or delay is anticipated. In other words reports will be made in exceptional cases, where the time schedules cannot be adhered to or difficulties are encountered. In case no such report is made to me, it will be presumed that the instructions have been/are being implemented and later on if any lapse is found in this regard the concerned officers will be held personally responsible for the same.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER

## DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/3143

Dated: 13.6.83

## CIRCULAR NO. 22

To

The All.Ex.Engineers,  
Delhi Development Authority.

Sub: Submission of records required by C.T.E. without delay  
and attaining to inspection as per programmes fixed.

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It has been reported by C.T.E. that in a few cases Ex.Engineers did not adhere to the inspection programmes and on several occasions, records are not made available to the C.T.E. Organisation in time. This not only leads to inconvenience to the officers but also results in considerable delay.

All Ex.Engineers are therefore, directed to ensure that the records are made available immediately whenever required by C.T.E. They should also adhere to the programmes and ensure that they present themselves at the appointed place in time and if due to some very unavoidable reasons it is not possible to keep the appointment, C.T.E./T.E. should be informed in advance. EEs should also co-operate with Chief Technical Examiner's Organisation & render necessary assistance for examination of records and site inspection.

All these instructions may also please be brought to the notice of all concerned for strict compliance.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER

## DELHI DEVELOPMENT AUTHORITY

No. EM.1(10)83/3190

Dated: 14.6.83

## CIRCULAR NO. 23

Sub: Embezzlement of Government money - Instructions for avoidance of.

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A copy of this Circular No. CE/Acctt./573, dated 31.5.1983 from Director General (Works) C.P.W.D., is enclosed for taking necessary action and following the instructions contained therein very strictly.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER

Encl: As stated.



OFFICE OF THE D.G. (WORKS)  
CENTRAL PUBLIC WORKS DEPTT.  
NIRMAN BHAWAN, NEW DELHI.

NO.CE/Acctt/573

Dated: 31.5.1983

CIRCULAR

Subject: Embezzlement of Government money-instruction for avoidance of. -----

A case has come to notice in which a substantial sum was embezzled and misappropriated by the Cashier of one of the Divisions of C.P.W.D. The modus operandi was as below:-

- i) On the first of every month self-cheque was drawn without giving any reference to the establishment bills and the amount was drawn in excess of the amount actually required for disbursing salary to staff.
- ii) When the amount was transferred from the Main Cash Book to the subsidiary Cash Book, the entry was not attested by the Divisional Officer;
- iii) At the end of the month, the Cashier was preparing one voucher for all the paid bills giving such details as bill number, gross amount, recoveries. Net amount payable was not tallied with that shown in the Subsidiary Cash Book.

- This embezzlement became possible due to failure on the part of the Divisional Accountant to exercise day-to-day check with regard to the transactions recorded in the Subsidiary Cash Book and the Main Cash Book and his failure to affix his date initials in the Subsidiary Cash Book as a token of check as required in para 22.2.2 of C.P.W.D. Code. The Divisional Officer also failed to exercise his control and check on the Cash Book entries.

- The extreme importance of adhering strictly to the provisions in the K CPWD Code regarding Cash Transactions and the entries in the Cash Book is once again reiterated and all Divisional Officers are enjoined to ensure strict compliance in order to avoid possibilities of such embezzlement in future.

This issues with approval of D.G. (W).

Issued from File No. 12/17/81-A&C (DGW).

Sd/-  
(VIPAN CHAND)  
F.O. TO D.G. (WORKS)  
30.5.83

DELHI DEVELOPMENT AUTHORITY

No. EM.1(10)83/3241

Dated: 14.6.83

CIRCULAR NO. 24

Subject: D.D.A. Houses.

1. Rectification of defects in houses already constructed
  2. Execution of all future works in proper quality.
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All DDA engineers are fully aware of sub-standard construction in large number of houses. Three reports of Vaish Committee in this connection have already been circulated and the final report is expected during this month. Immediately after assumption of charge as Engineer Member, I went round various works alongwith senior engineers and spoke in considerable detail to all engineers of DDA in this connection. It was emphasised that:-

- i) Engineers of DDA will make all-out efforts to rectify the defects in houses constructed so far in a systematic and time bound manner.
- ii) No further sub-standard construction shall be allowed to take place under any circumstances.

Details discussions have already been held with engineers at all level and pertinent circulars have already been issued to all concerned in this connection. This programme has to be followed in a time-bound and relentless manner. This matter has also been discussed with the contractors a number of times.

We have to really make e defective and sub-standard construction all houses in good quality. As this matter is of vital concern to DDA and its engineers, it will not be possible to show any latitude towards the engineers and the contractors who continue to allow or indulge in bad work. Apparantly all such cases will have to be dealt with very firmly. All concerned may kindly take a good note of it.

To repeat -

- i) The work of rectification in defective works have to be carried out systematically and properly in time bound manner. (Detailed instructions have already been issued in this connection).

ii) All further works has to be done in proper quality  
(Detailed instructions have already been issued in this  
connections).

The annexure gives copies of some recent press cuttings  
Engineers in DDA are no doubt already seized for these matters and  
are taking most urgent action in this connection. I would once  
again request them to go about this challenging work with strong  
will and firm determination. Let us make "bad quality" in DDA  
houses a thing of the past.

(Annexure for CE/ACEs/SEs only).

Sd/-  
(K.D. BALI)  
ENGINEERS MEMBER

## DELHI DEVELOPMENT AUTHORITY

No.EM.1(10)83/3299

Dated: 16.6.83

## CIRCULAR NO. 25

During inspection of DDA Housing projects at Munirka and Kishangarh in the presence of V.C. and E.M., D.D.A., the Secretary (Works & Housing) suggested that a register may be maintained at the site of all projects wherein information about the inspections of the work by all inspecting officers could be kept in a regular and chronological order. This register would be a ready record of the inspections carried out by various inspecting officers.

Instructions about regular inspections and maintenance of site order books have already been issued vide E.M.'s Circular No. 13, dated 19.5.83. According to these instructions inspecting officers are required to give their remarks in the site order books/registers. If some officers prefer to issue inspection notes, copies of these inspection notes and action taken in compliance, is to be available at site of work at all times.

Maintenance of this register is additional and has been considered necessary so as to provide a compact record of all inspections including those of CTE and Quality Control Wing. This register should be opened immediately at all works and properly maintained by the site engineer. Enclosed proforma may be followed in this register. CEs/ACEs/SEs/EEs are requested to ensure compliance.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER.

PROFORMA FOR THE REGISTER TO BE MAINTAINED AT SITE

(50)

S.No.	Date	Name of Inspecting Officer	Officer's Inspection Note recorded on site order book/register.	Whether inspection not issued	Reference of obser- vations made/inspec- tion not issued.
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DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/3460

Dt: 20&21st June, 1983

CIRCULAR NO. 26

Sub:- Vaish committee report.

Three interim reports of the Vaish Committee have already been circulated to All CE/ACEs/SEs for their information and urgent necessary action with regard to:-

- i. Rectification of defects wherever these have occurred; particularly in the sub-standard houses which have been brought out in the report; and -
  - ii. Execution of all further works in accordance with the proper quality practice and specifications.
2. All concerned CE/ACEs/SEs/EEs have already been advised to take up the works of rectification and strengthening on priority basis. It has been emphasised during my inspection, personal discussions, and otherwise that they should take all actions which are necessary to ensure that the defective and sub-standard work is rectified properly and urgently. They have also been requested to ensure that every thing possible is done most urgently to prevent any further accidents in the case of houses already constructed by taking steps to properly strengthen and specify the defective area of construction etc.etc.
3. These instructions are being reiterated to bring the aforesaid matter to the pointed notice of all concerned for strict compliance and check up.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER



# DELHI DEVELOPMENT AUTHORITY

No.EM.1(10)83/4101

Dated: 11.7.83

## CIRCULAR NO. 27

Sub: Notice inviting tenders publicity.

Certain complaints have been received & the Contractors Association have also represented that in many cases of small works (within the acceptance powers of EEs) tenders are called by the EEs, AEs without giving adequate publicity. Often the notices inviting tenders are neither sent to the Builders' Association/Contractors' Association/other Division and Circles of DDA nor these are displayed on the Notice Boards of the Divisional Offices. In case of works below Rs. 25,000/- no publicity is given in the Press also and tenders are quietly sold and received from a few interested parties, thus depriving other Contractors from competing and participating in these tenders. In some cases, the amount of work executed is far in excess of the original tendered amount. These are very serious irregularities.

1. Some specific instances have also come to notice. These are being investigated separately. Meanwhile it has been decided that in future the following procedure must be followed by the EEs/AEs while calling tenders for all minor and major works:-

1. All notices inviting tenders issued from 15th July, 1983 onwards must be allotted a specific number in serial order example, if a contractor comes to know of a notice inviting tender No. 8, he would immediately conclude that 7 notices have been issued prior to this No. and he would be able to ascertain details of all such tender notices from the Divisional Office. Similarly when the builders/contractors Associations receive notice No. 8 and if they have not received of the earlier notices, issued by that Division, they can immediately contact the EE and ascertain details of such tenders from his office.
2. A copy of notice inviting tenders must be sent to the Builder's Association as well as DDA contractor's Association and their acknowledgements obtained in writing, atleast 7 days in advance of the last date fixed for sale of tender. Copies of these notices must also be sent to all other divisions and circle offices of DDA.

3. In all normal cases, full period of notice as prescribed in the CPWD Code/Manual must be given. Call of short notice tenders should be resorted to only in an exceptional case where the work is of an extremely urgent nature, after obtaining prior approval of SE in writing.
4. Tender papers must be available in the Divisional Office well in advance of the last date fixed for sale of tenders. In cases, where tender papers are not ready, at least one week before the last date fixed for sale of tenders or where the Notice Inviting Tenders have not been received and acknowledged by the DDA Builders Association/Contractors Association as specified in para(2) above, the date of receipt of tenders must be extended invariably.

The above instructions may please be noted carefully for strict compliance. Any lapses in this regard will be viewed seriously.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER

DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/4141

Dated: 13.7.83

CIRCULAR NO. 28

Sub: Clearance of Projects by the Expert Committee.  
-----

The Fact Finding Committee appointed by the Lt. Governor headed by Er. V.R.Vaish has recommended that architectural and structural design and specification of the houses should be carefully examined by Expert Committee before construction is taken in hand.

It has accordingly been decided to constitute a Committee under the Chairmanship of Chief Engineer, DDA with ACE(D) and Chief Architect, DDA as Members. The ACE in-charge of Project Sr.Architect concerned and SS concerned would attend these meetings as invitees.

All projects and housing schemes where building component (excluding services) is more than Rs. One crore would be vetted by this Expert Committee. The Sr.Architect concerned would be responsible for getting the plans cleared from this Committee before issuing them to site for execution. The SEs incharge would also ensure that in all such projects construction is started only plans are cleared by this Committee. The meeting would be convened by Addl.CE(D).

The above instructions will come into force with immediate effect.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER

DELHI DEVELOPMENT AUTHORITY  
(ENGINEER MEMBER'S OFFICE)

No.EM.1(10)83/4142

Dated: 13.7.83

CIRCULAR NO. 29

Sub:- Shuttering for RCC work.

The Fact Finding Committee headed by Er.V.R.Vaish has reported that quality of shuttering for RCC work being executed in DDA in works inspected by them has been found to be very poor.

The finish and quality of RCC Members largely depends upon the quality of shuttering. All Engineers are, therefore, requested to ensure that special stress is laid on the quality of shuttering for the RCC work so that shuttering does not leak and the levels and lines of RCC work are properly maintained. Specifications should strictly be followed in this respect and any deviation from the same should not be made unless authorised by the SE concerned.

Special attention has to be paid to the levels and lines of PCC work and in case where the same are not in accordance with the acceptable standard the RCC work must be dismantled and the same should not be accepted at all.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER

DELHI DEVELOPMENT AUTHORITY  
(ENGINEER MEMBERS' OFFICE)

NO.EM.1(10)83/4143

Dated: 13.7.83

CIRCULAR NO. 30

Sub: Steel work in Door and Window frame etc.

The Fact Finding Committee headed by Er.V.R.Vaish has recommended that in order to prevent rusting of steel chowkhats after these are fixed, it is essential that a proper coat of zinc chromate paint is provided before fixing.

In this regard attention is drawn to CPWD specifications relating to pressed steel door frames and T-Iron doors, windows and ventilators. Specifications for pressed steel door frames require that Door frames shall be either hot-dipped galvanized or painted as specified. The surface shall be thoroughly cleaned free of rust, mill scale dirt, oil etc.either by mechanical means, for example sand or shot blasting or by chemical means such as pickling and then painted or galvanized as directed by Er.-in-Charge. After pretreatment of the surface, one coat of steel primer & two coats of paint as directed by the Er.-in-charge shall be applied to the exposed surface."

It has accordingly been decided that after pretreatment of surface mentioned above, one coat of Zinc Chromate Primer must be applied to steel door and window frames before these are fixed in position. All Engineers are requested to follow these instructions carefully.

Sd/-  
( K.D. BALI )  
ENGINEER MEMBER

## DELHI DEVELOPMENT AUTHORITY

No.EM.1(10)83/4144

Dated: 13.7.83

## CIRCULAR NO. 31

The Fact Finding Committee headed by Er.V.R.Vaish has recommended that wooden factory made shutters should be obtained from standard firms and proper quality of shutters should be ensured. It has been further recommended that the wooden shutters should not be fixed till two cuttings of mosaic flooring are done and till inside and outside plastering have been completed.

It has accordingly been decided that factory made wooden shutters must be procured only from firms approved by Central Public Works Department, MES or DDA or those firms whose product has I.S.I. Mark. Suitable conditions to this effect in the notice inviting tender and agreements for all future works may be incorporated.

It has also been decided that in all future works and works where door shutters have not so far been fixed, wooden door shutters shall not be fixed till two cuttings of mosaic flooring had been done and till inside and outside plastering has been completed. In case of buildings having ordinary cement concrete flooring, wooden door shutters should not be fixed till curing of cement concrete flooring is completed and outside and inside plastering is completed. These instructions will take immediate effect.

Sd/-  
( K.D. BALI )  
ENGINEER MEMBER



DELHI DEVELOPMENT AUTHORITY  
(ENGINEER MEMBER'S OFFICE)

NO.EM.1(10)83/4145

Dated: 13.7.83

CIRCULAR NO. 32

The Fact Finding Committee headed by Er. V.R.Vaish appointed by L.G. has recommended that wherever the works have been inspected by CE (QC) and serious defects in the quality have been reported by him, substantial amounts of the contractors be immediately withheld so that these defects can be rectified at the cost of the contractors and the contractors are discouraged to do further bad work. This will help in removing the impression from them that they can do bad work and get away with it.

The second interim report containing the above recommendations of fact finding committee has already been circulated to the engineers of the DDA by Director (Vigilance). While doing so Dir.(Vig) had requested C.E.s/ACEs/SEs to intimate the amount withheld on this account.

All CEs/ACEs/SEs and EEs are once again requested to follow recommendations of Fact Finding Committee scrupulously. Our objective should be not to allow defective work during execution itself. To discourage this practice all bad work should be rejected forthwith. No payment even at part rate etc. should be made for the same. However, in exceptional case where competent authority decides to accept some defective work at reduced rate substantial amounts should be withheld from contractors for this defective work, and work accepted only after rectification to the extent possible and after obtaining the consent of the contractor to the heavily reduced rate.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER

DELHI DEVELOPMENT AUTHORITY  
(ENGINEER MEMBER'S OFFICE)

No. EM.1(10)83/4146

Dated: 13.7.83

CIRCULAR NO. 33

Sub: Testing of Cement.

The Fact Finding Committee headed by Er. V.R.Vaish has recommended that all consignment of cement that are received in DDA should also be tested by Ex.Engineers, Store Divisions where cement is found to be below specification, matter should be taken up immediately with the cement controller.

It has been reported that this practice of testing of cement consignments has already been started and about 30 consignments have been tested so far. It has been decided that in future every consignment of cement should be got tested and wherever the cement is not up to the w mark, the matter is taken up with the supplier/cement controller/DGS&D etc.

The field officers/EEs/AEs/JEs are also requested not to accept any cement from Central Stores which is apparantly partially set or is of bad quality. The cement bags weighing less than 48 kgs. should also not be accepted and left in the stores.

These instructions must be followed strictly.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER

## DELHI DEVELOPMENT AUTHORITY

No. EM.1(10)83/4147

Dt: 13.7.83

## CIRCULAR NO. 34

Sub: Mixing of Concrete.

The Fact Finding Committee appointed by Lt. Governor headed by Er. V. R. Vaish has recommended that concrete should be mixed in specified proportion with proper quality of materials. Measurement of aggregate for the mix being done by baskets be stopped. The coarse aggregate used should be properly graded and that good quality Badarpur sand : with a silt content within permissible limit should be used. If good quality of Badarpur sand is not available, stone dust can be used for RCC work as provided in CPWD Specification. For all RCC slabs, columns and beams AEs and JEs should personally supervise the concreting.

Attention of all Engineers is drawn to provisions made in CPWD Specifications for preparation of cement concrete. In connection with proportioning, these specifications lay down that Boxes of suitable size shall be used for measuring sand and aggregate. The internal dimensions of the boxes shall be generally 35x25x40 cms deep or as otherwise approved by the Engineer-in-charge. The unit of measurement for cement shall be a bag of 50 kg. and this shall be taken as 0.0347 Cubic Meter. While measuring the aggregate shaking, ramming or heaping shall not be done. The proportioning of sand shall be on the basis of its dry volume, and in case of damp sand, allowance for bulking shall be made as prescribed in specifications.

Specifications for coarse sand lay down that maximum quantity of silt as determined by the methods prescribed in an appendix-D page 73 of CPWD specifications 1977 Volume-I shall not exceed 8%.

All Engineers in DDA are requested to follow the specifications scrupulously while executing concrete and reinforced concrete work under their control.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER

DELHI DEVELOPMENT AUTHORITY  
(ENGINEER MEMBER'S OFFICE)

NO.EM.1(10)83/4148

Dated: 13.7.83

CIRCULAR NO. 35

Sub: Holes left for scaffolding.

The Fact Finding Committee headed by Er.V.R.Valsh has reported that large holes are being left in brick work for scaffolding which is undesirable. They have further recommended that all brick masonry, cement mortar and cement concrete work should be cured with copious quantity of water for 7 to 10 days.

Holes for scaffolding should normally consist of one header only and should not be closer than 600mm apart and should not be provided at points of stress concentration. These should also be vertically above each other and should not be staggered as far as possible.

All Engineers are requested to ensure that these instructions are scrupulously followed in works being executed under their control.

d/-  
(K.D. BALI)  
ENGINEER MEMBER

(62)

DELHI DEVELOPMENT AUTHORITY

No.EM.1(10)83/

Dated:

CIRCULAR NO. 36

Sub:Confidential and performance report of contractors.

The Vaish Committee, in it's final report has stressed upon regular evaluation of the performance of contractors working in DDA. For this purpose, the committee has suggested that the confidential and performance reports of contractors should be written by EEs, SEs and CEs half yearly, as already laid down in the CPWD Manual and action taken against such contractors whose performance is found to be unsatisfactory. It has been decided to implement this recommendation of the Committee immediately.

ACE)(CP) has got the forms for writing the confidential reports of contractors printed and books of these forms are being sent to CE/ACEs. All EEs may please collect these forms immediately from their CEs. The performance report of contractors are to be filled in-every six months on 1st April and 1st Oct. Reports due on 1st April, 1983 must be filled-in by the EEs immediately and sent to their remarks. Initially performance reports of contractors in their remarks. Initially performance reports of contractors in Class-I, II, III may be filled-in. For Class-IV & V the EEs may maintain confidential reports in their own officers.

After receipt of confidential reports of contractors from EEs with the remarks of SEs, the Chief Engineers will fill in their own remarks and maintained these confidential report in their offices. In case the performance of a contractor is found to be unsatisfactory, the concerned CE, should initiate a case against the contractor by referring the matter to the Secretary, Contractor's Registration Board with clear recommendations regarding the action proposed to be taken against him.

Earlier also, instructions were issued by this office vide letter No.F.4(8)/72.M.I.-II-III/Pt./SE-Coordp 862 dt. 14.4.1976 and subsequent letter No.F.4(8)72/M,I,II,III/Pt./Secy-/376 dt.31.3.1982 asking EEs to write performance reports of contractors regularly. It is proposed to implement this decision strictly from now onwards. The confidential reports of the contractors due on 1st April, 1983 must, therefore, reach the offices of the Chief Engineers by 31.7.83 positively. In future, the reports must be written on the due dates and forwarded promptly to the SEs/CEs.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER



DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/4688

Dated: 28.7.83

CIRCULAR NO. 37

Sub: Arbitration award - Timely action for filing objections within the limitation period. -----

It has been observed in number of cases that the arbitration award alongwith complete information/documents and advice of CLA are not submitted to EM's Office well in time although detailed procedure regarding dealing with the award given by the arbitrator has been prescribed in the CPWD Manual Vol. II.

In order to ensure that the objections are filed in time, it is necessary that the Ex.Engineer should examine the award soon after its receipt, get the advice of CLA and then send the case with his detailed comments/recommendations on each claim to SE Chief Engineer/ACEs should also ensure that these cases are dealt on priority and sent to this office for taking approval of the Competent authority. They should not wait for notice to be received from the Court for filing the objections as it is often found that cases are not dealt properly in short time then available.

Ex.Engineer concerned should co-ordinate and persue the matter at every level and ensure that the objections are filed within the limitation period where it is decided by the Competent Authority that the award be challenged.

Any lapse in this regard will be viewed seriously.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER

## DELHI DEVELOPMENT AUTHORITY

No. EM.1(10)83/6693

Dt.26 Sept.1983

## CIRCULAR NO. 38

Sub: Procedure for dealing CTE's examination report.  
-----

With a view to expediting replies to CTE's examination reports from various levels of DDA, after detailed discussions and consultation with CTE, it has been agreed to follow the procedures mentioned below:-

1. Inspection Report Part-I will be sent by CTE to the concerned EE (Under intimation to SE and CE/ACE) who must send his reply within 30 days of the receipt of the report. After the receipt of EE's reply if any further clarifications are needed, the matter would be referred to SE concerned who must reply within 30 days from the receipt of the reference. If any further clarifications are needed after the receipt of reply of SE, CTE would refer the matter to CE/ACE concerned who would reply within 30 days of the receipt of the reference.
2. CTE will send part-II of the report containing minor irregularities to CE/ACE concerned for taking necessary action as deemed fit by him under intimation to CTE.
3. CTE will refer to EM any specific issue which needs his personal attention or involves any policy matter for a reply within 30 days or administrative action as the case may be.
4. This procedure will be reviewed in April, 1984 based on the experience gained during six months period about its working.

NOTE: FOR disposal of paras relating to Asiad works, the existing arrangements will continue in the interest of their early finalisation.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER

DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/7185

Dated: 10.10.1983

CIRCULAR NO. 39

It has been noticed that development works are not being done at site simultaneously alongwith construction of the houses but these are taken up at the fag and of the time allowed for the completion of the housing schemes with the result hardly any time is left for completing the external electrical works by DESU. DESU require about six to eight months for underground work and atleast four months for overhead work. It is therefore very essential that the development works are taken up the engineer simultaneously alongwith construction of the houses so that the electrical works of laying cables etc. could be started by DESU well in time and electrification of scheme could be completed by them alongwith the completion of civil works.

2. The sub-station sites are also to be decided and handed over to DESU well in time. All SEs Electrical will co-ordinate in respect of their areas for getting the sub-station sites decided on priority so that electrification of scheme does not get delayed due to non-availability of sub-station site.

3. These instructions should be followed very strictly by all the Engineers.

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER

DELHI DEVELOPMENT AUTHORITY  
(ENGINEER MEMBER'S OFFICE)

NO.EM.1(10)83/7315

Dated: 13th Oct.1983

CIRCULAR NO. 40.

Sub: Allottees difficulties in taking over possession of DDA Flat.  
-----

It has come to my notice through press and some personal complaints that allottees are being facing difficulties in taking over possession of flats from EEs/AEs and other staff. It is mentioned that the flats are not fully complete and inventories are not ready and the allottees are required to sign on prescribed forms in anticipation of the fixing up of fittings and fixtures and carrying out the remaining works. DDA engineers are requested to look into the system and remove all lacuna and difficulties so that the allottees do not experience any avoidable hardships. The allottees should be handed over possession of the flats in a proper and systematic manner without causing approvable difficulty or hardship to them. This is absolutely necessary to remove any possible difficulties and the complaints on the part of the allottees and to build up good and clean image of DDA.

The above-mentioned instructions are brought to the notice of all concerned for information and proper implementation. Any specific cases of disregard of these instructions or indulgence in such matters would be viewed with disfavour and dealt with severely.

Sd/-13.10.83  
(K.D. BALI)  
ENGINEER MEMBER

CE/ALL ACES/ALL SES/ALL EEs.