

NO.EM.1(10)83/8046

Dated: 31.10.83

## CIRCULAR NO. 41

Sub: Tenders-publicity and tender papers.  
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Vide EM's circular No. 27 dated 11.7.83 all CE/ACEs/SEs/EEs/AEs were advised to give proper publicity to all tenders and to assign a serial number to all tenders being invited by each division or sub-division. CE/ACEs/SEs may please confirm that instructions issued under EM's circular No. 27 dt. 11.7.83 are being rigidly followed. It is enjoined upon them that they should take/initiate strict disciplinary action in cases of any lapses on the part of the official in this regard.

It has now been brought to notice that the contractors are facing difficulties in obtaining tender papers from some divisions sub-divisions. The concerned official do not keep the tender papers ready and available for issue to the eligible contractors on request. The contractors are reportedly may to wait till the very end and sometimes the tender papers are issued only to a few contractors in a surreptitious manner. Evidently, this state of affairs cannot be accepted and requires to be dealt with sternly. All EEs are requested to ensure that such malpractices do not take place in their divisions. SEs should arrange to get surprise check conducted in the divisions under their control to ensure that these instructions are being complied with. In case any specific instance of default comes to notice, it should be investigated promptly and properly and strict disciplinary action initiated against the concerned official(s) in an expeditious manner. CE/ACEs should also make arrangement to ensure that these instructions are complied within their Zones.

DDA is firmly resolved to eliminate all malpractices connected with tenders, their publicity and issue of tenders and seeks co-operation from officers at all levels in this regard. I need hardly reiterate that case connected with such malpractice will be dealt with properly.

Sd/-

(K.D. BALI)

CE/ACEs/SEs/EEs

## DELHI DEVELOPMENT AUTHORITY

No.EM.1(10)83/

Dated:

## CIRCULAR NO. 42

Instructions have already been issued to all levels of Engineering wing and Director (Hort.) and also during personal discussions from time to time to give their maximum assistance to prevent encroachment on government land which is taking place at an alarming rate in these years. During inspection of areas on Najafgarh Road, LG observed encroachment of DDA's land on Najafgarh Road and wanted to have the explanation of the officers on the engineering and horticultural side in this connection.

While the engineers and officers of horticulture wing will having to approach Commissioner (Lands)/Director(LM) Police authorities for removal of existing encroachments, they should certainly take initiative to stop such encroachments while they take place. In case things becomes beyond their control, they should seek help of police and report the matter to Director (LM) for immediate necessary action.

Engineers and Director (Hort) may please note that indulgency in this connection on their part in future will be viewed with disfavour and can lead to disciplinary action.

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

CE/ACEs/SEs/Director(Hort)EEs/Dy.Director (Hort.) DDA.

## DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/.8132

Dated: 8.11.83

## CIRCULAR NO. 43

In one of the works CTE has raised an objection that the notice inviting tenders had been sent to the tenders as per the approved select list under postal certificate and not by registered A.D. which was necessary when the tenders were invited only from the selected contractors to ensure receipt of tender papers by all the contractors in the interest of the good competition. The matter has been considered and it has been found necessary to send the NIT/Tender papers to the selected contractors by registered A.D. only in the interest of good competition particularly because in these cases of calling of tenders from the selected contractors no advertisement in the press is given.

All the officers are requested to ensure strict compliance of these instructions.

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

## DELHI DEVELOPMENT AUTHORITY

No. EM.1(10)83/

Dated:

## CIRCULAR NO. 42

Instructions have already been issued to all levels of Engineering wing and Director (Hort.) and also during personal discussions from time to time to give their maximum assistance to prevent encroachment on government land which is taking place at an alarming rate in these years. During inspection of areas on Najafgarh Road, LG observed encroachment of DDA's land on Najafgarh Road and wanted to have the explanation of the officers on the engineering and horticultural side in this connection.

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Engineers and Director (Hort) may please note that indulgency in this connection on their part in future will be viewed with disfavour and can lead to disciplinary action.

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

CE/ACEs/SEs/Director(Hort)EEs/Dy.Director (Hort.) DDA.

## DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/86 4

Dated: 10.11.83

## CIRCULAR NO. 44

Instructions have been issued from time to time regarding timely disposal of observation memos issued by the Chief Technical Examiner. It is seen from the information supplied by the CE/ACEs in connection with the query made by the Estimates Committee of the Parliament that a large number of paras and sub-paras in respect of many works are still outstanding and no action is being taken towards timely and speedy disposal of these paras. There is a specific time limit prescribed for disposal of CTES' observations and it is enjoined upon CE/ACEs/SEs/EEs that this time limit is strictly adhered to and memos/rejoinders are replied well in the specific time limit.

CE/ACEs may please ensure that all pending observation memos/rejoinders given by the CTE are disposed of within a period of 15 days positively, in case of any delay in disposal of CTEs observation memos, the responsibility will securely rest upon the concerned CE/ACEs/SEs concerned which may please be noted carefully.

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

(71)

DELHI DEVELOPMENT AUTHORITY

No.EM.1(10)83/8784

Dated: 22&27.11.83

CIRCULAR NO. 45

Cases have come to notice where there is dislocation in the supply of water to DDA colonies which are still under the charge of DDA. Dislocation in these important services naturally leads to lot of hardship and complaints even at highest levels. Recently, Dislocation in supply of water in Sighartha Enclave and Alaknanda Pkt. A came to VC's notice and the residents approached him directly. Evidently, it is necessary to plug the loopholes in the system and evolve proper system. All the CE/ACEs/SEs are requested to advise their EEs/AEs/JEs/Technicians, pump Operators on the field to react to such situations immediately on their own instead of waiting for complaints to reach higher authorities. Instructions should be issued to the site staff and official at enquiry offices or other prominent locations, incharge of the services to open registers for receipt of such complaints and to take immediate action on the spot, if possible. In case of difficulty, they should immediately inform the AE/EE/SE and even CE for their assistance if need be.

As such complaints are likely to become more critical on holidays. JEs/Works Assistants should be on duty on such days at least during day time.

These instructions should be communicated to all and details worked out at all levels. The system should come into operation forthwith.

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



## DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/9270

Dated: 6.12.83

## CIRCULAR NO. 46

Sub: Payment of Secured Advances to contractors.

It has been brought to my notice that in number of cases over Payments have been made to the contractors in the form of Secured Advance as the quantities shown in the Running Account Bills of the work, on physical verification, were not available at site. This means cheating the DDA by officers in collusion with contractors. CE/ACEs/SEs/EEs must ensure that secured advances are paid strictly as per the rules laid down for only the quantities brought to the site of work. Any lapse on this account resulting in over-payments to the contracts would render the officials concerned liable for disciplinary action.

CE/ACEs/SEs/EEs are also advised to arrange periodical checks to ensure that there is no pilferage of the materials for which secured advance has been paid. In case any pilferage is observed prompt and proper notice should be issued to the contractor to make good the shortage and action should also be taken to recover the interest on the over payments already made.

Disciplinary proceeding against the officers and contractors responsible for the lapses should be launched forthwith.

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

Chief Engineer/DDA

All ACEs/DDA

All SEs/DDA

All EEs/DDA.

## DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/9352

Dated: 26.9.83

## CIRCULAR NO. 47

It has been brought to my notice that in large number of cases, works have been taken up in hand for which no Admn. Approval & Expenditure Sanction has been obtained. This practice is not correct. All Officers in DDA are requested to ensure that no work should normally be commenced or liability incurred until Admn. Approval and Expenditure sanction has been obtained. In case of emergency/urgency works may be commenced in anticipation of AA/ES but the approval of competent authority in such cases should be obtained before commencing the work or incurring the liability.

It must also be ensured that the expenditure is within the permissible variation of the AA/ES. In cases where the expenditure is likely to exceed this limit, revised Admn. Approval must be obtained from the authority competent to approve the cost as so enhanced. Action to prepare the revised estimate for getting the Admn. Approval should be taken as soon as it comes to knowledge that the expenditure is likely to exceed the sanctioned amount.

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

1. Chief Engineer/DDA
2. All ACEs/DDA
3. All SEs/i/c Director (Hort.) DDA
4. All EEs/DDA i/c Dy. Director (Hort)
5. Director (Works & E.O. to EM/DDA



## DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/1451

Dated: 15.2.84

## CIRCULAR NO. 48

CTE has observed that in few cases EEs had sent some slip-shed replies and against some para, the replies were not to the point. It was also observed by him that in most of the cases no action has been proposed by EEs and they have remarked that observations are correctly taken. This shows that replies had not been sent after properly studying the cases. All EEs/SEs/ACEs are requested to ensure that the replies to the observation made by CTE are examined carefully and proper replies are sent. They must avoid sending slip-shed and incomplete replies. Wherever, it is accepted that the observation is well taken and there has been lapse on part of any official the action proposed to be taken should be intimated to CTE after taking the approval from the competent authority.

This issues with the approval of Engineer Member.

Sd/-  
(OM PRAKASH)  
DIRECTOR (WORKS)

1. Chief Engineer /DDA
2. All ACE/DDA
3. All Suptdg. Engineers/DDA
4. All EEs.

## DELHI DEVELOPMENT AUTHORITY

NO.EM.10(83)/2510

Dated: 29.3.84

## CIRCULAR NO. 49

Reference is invited to office order No. ACs7(1) 83-84/Misc. dt. 21.1.84 (Copy enclosed) issued by the Finance Member, DDA. Engineer Member has desired that instructions contained in the above office order should be followed strictly

Sd/-  
(OM PRAKASH)  
DIRECTOR (WORKS)

## Copy to:

1. Chief Engineer
2. Addl.CEs.
3. All SEs i/c Director (Hort.)
4. All EEs i/c Dy.Director's (Hort.)

NO.ACS7(1)83-84/Misc.

Dated: 21.1.1984

In the course of financial scrutiny a case involving serious violation of rules on the part of the Executive Engineer who had issued cheques to the contractors/suppliers before the bills were passed for payment was brought up. While doing so, a number of checks required to be exercised by the Executive Engineer in regard to test check of measurements, theoretical consumption statement, recovery statement, statement of extension of time, hindrance register, TE order book and statement of accounts of works were not looked into before authorising the payment. This implied that no attempt was made to ensure that the works had been executed strictly in accordance with the terms of contract and in the absence of test examination of works it cannot be said as to whether quantity and quality of works executed were in accordance with the quantity and quality set forth in the agreement. It may be pointed out that the Executive Engineer as the primary Drawing and Disbursing Officer of the division is responsible not only for the financial regularity of the transactions of the whole division but also for the correct maintenance of the accounts of transactions and records of works. He has to ensure, before passing the bills, that the claim which has been accepted is valid and the voucher contains complete details of the payment. It is necessary that complete details of the transactions are recorded in the account books including measurement book so that at any stage if any information is required there is no difficulty in finding the bonafides of the transactions

2. In the discharge of his duties as Drawing and Disbursing Officer the Executive Engineer should take advice of the divisional accountant who is expected to see that rules and orders scrupulously observed in respect of the financial transactions arising in the division. If the divisional accountant finds that any transaction/order of the Executive Engineer are such as are not covered by the provisions of rules and orders, it will be his duty to bring the facts-preminantly to the notice of the Executive Engineer with a statement of reasons for obtaining necessary orders of the Ex.Engineer. If he is over-ruled by the Ex.Engineer and if he is not satisfied with the decision of the Ex. Engineer, he should make a brief note of the case in the register of divisional accountants objection and place the register before th Ex.Engineer so that the latter may have an opportunity to reconsider the matter. The divisional accountant who also works as a representative of Finance and Accounts is required to send a report every month to the Chief Accounts Officer about the financial scrutiny carried out by him. The report should specifically contain all such cases where his advice has not been accepted by the Ex.Engineer. Although , the duties and functions of the divisional accountant, Ex.Engineer and other Engineering authorities have been given in detail in codes and manuals, it has been seen that it is because of non-observance of the requirement of rules that serious lapses-such as these referred to above can take place. While at the divisional level, Ex.Engineer, in close cooperation with the divisional accountant, has to ensure financial regularity of the transactions and maintenance of the accounts of the transactions correctly, it is necessary that the Suptd.Engineer and Chief Engineer, besides carrying out technical and supervisory control, also render assistance

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and advice in matters relating to accounts and finance. It is only when authorities concerned with the administration and control of works take steps to impose financial discipline and regularity of financial transactions that improvement in the working of the engineering wing can be brought about. For this the Chief Engineer, Addl. Chief Engineer, Suptdg. Engineers have special responsibilities to watch that the system as prescribed in CPWD codes and manuals is scrupulously followed by the engineering authorities.

Receipt of these instructions may kindly be acknowledged.

Sd/-  
(KAWALJIT SINGH)  
FINANCE MEMBER

Copy to: Engineer Member.

## DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/3317

Dated: 5.5.1984

## CIRCULAR NO. 50

CPWD Manual Vol. II lays down that the following periods of time should elapse between the date of call of tenders and the date of opening of the tender. 10 day in case the works costing upto Rs. 1 lac. 2 weeks in case the works costing between Rs. 1 lac to 10 lacs 3 weeks in case the works costing more than 10 lacs Para 2 of section 18 of CPWD Manual Vol. II also stipulates that the news paper pages on which the advertisement have appeared should collected and kept on record showing the dates on which the advertisement actually appeared in the press and that dates on which the advertisement have actually appeared in the newspaper should be indicated while sending the cases to the accepting authority.

Circular No. 27 and 41 issued vide No. EM:1(10)83/4101 dt. 11.7.83 and EM.1(10)83/8046 dt. 31.10.83 respectively stress the necessity of following proper procedures.

Chief Engineer (WC) has pointed out that the previous orders have not been followed in several cases.

EEs are again requested to ensure that the instructions should be followed scrupulously. SEs/CEs should examine this aspect thoroughly when tenders are put up to them.

Sd/-  
(HARISH CHANDRA)  
ENGINEER MEMBER

1. All Chief Engineers.
2. All Suptdg. Engineers.
3. All EEs.

## DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/3681

Dated: 22.5.84

## CIRCULAR NO. 51

In several agreements, reference to specifications for the work are not constant in Clause-11 and Para 3.1 of "Specifications and conditions." For example an agreement mentioned CPWD specification Vol. III of 1967 when no such Vol. III exists. In another agreement Clause-11 mentioned specification to be followed for works as CPWD specification for works at Delhi 1977 Vol. I and 1967 Vol. II where as para 3.1. mentioned specification to be followed as CPWD specification for works at Delhi 1967 Vol. II & III and CPWD specification 1977 Vol. I for works, not covered in specification for works at Delhi 1967 Vol. II & III.

CTE has commented adversely on such inconsistencies in agreement. All officers are requested to ensure that reference are made to the correct specifications in the NITs.

Sd/-  
( HARISH CHANDRA)  
ENGINEER MEMBER.

Copy to:-

1. Chief Engineer/DDA
2. All SEs/i/c Director(Hort.) DDA
3. All EEs i/c Dy. Director(Hort.) DDA
4. Director (Works) DDA
5. E.O. II to E.M./DDA.



## DELHI DEVELOPMENT AUTHORITY

No.EM.1(10)83/3701

Dated: 24.5.84

## CIRCULAR NO. 52

Para 4 of section 21 of CPWD Manual, Vol. II lay down that earnest money is to be accepted in cash for works estimated to cost upto Rs. 10,000/- but in case of larger works the amount of earnest money should be deposited through treasury challans. The Govt. of India have also decided that CPWD may accept deposit at call receipt of a schedule bank guaranteed by the R.B.I. as earnest money; It is, therefore, clear that as per the CPWD manual the earnest money is to be deposited either in cash, or in form of treasury challan or deposit at call receipt.

CTE has observed that in one work firm did not deposit earnest money at the time of opening of tenders. The tenders were still considered in another case earnest money submitted in the form of Fixed Deposit Receipt of the Bank was accepted by the EE. These procedures are not according to the approved procedures.

All Officers are requested to ensure that the earnest money is deposited alongwith the tenders in the prescribed form.

Sd/-  
Engineer Sd/-  
ENGINEER MEMBER

1. All CE/DDA
2. All SEs i/c Director (Hort) DDA
3. All EEs i/c Dy. Director (Hort).
4. Director (Works) DDA
5. E.O.I to EM/DDA.

## DELHI DEVELOPMENT AUTHORITY

No.EM.1(10)83/4754

Dated 25.6.84

## CIRCULAR NO. 53

Sub: Receipt of tenders by Registered Post.  
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It has already been decided that the tenders may also be received by the registered post in the office of Divisional Officers and Sub-Divisional Officers. In this connection, the instructions were issued by the C.E. vide letter No. CE1(27)82/WAB C/2048, dt. 12.3.84. The practice of receipt of tenders by registered post should be followed in all the Engineering Divisions as well as Horticulture Divisions and other units of DDA who are dealing with call of tenders. Only those tenders which are received upto the date and time prescribed for receipt of tenders will be considered. Tenders which are received after the expiry of the date and time of receipt of tenders will not be considered. Necessary clause as 3(a) regarding receipt of tenders by the registered post to be incorporated in the notice invited tenders (PWD form 6) is enclosed.

Sd/-  
(J.K.VARSHNEYA)  
ENGINEER MEMBER

to

1. All CEs, DDA
2. All SEs, DDA
3. All EEs, DDA
4. Dir.(Hort.), DDA
5. All Dy.Dir.(Hort.), DDA

Copy for information to:-

1. F.M., DDA
2. C.A.O., DDA
3. O.S.D.(H), DDA
4. A.O.I, II & III
5. DDA Builders Association
6. DDA Contractors Association.

Sd/-  
ENGINEER MEMBER

## DELHI DEVELOPMENT AUTHORITY

MOST IMMEDIATE

NO.EM.1(10)83/4799

Dated: 25.6.84

## CIRCULAR NO. 54

It has been decided that with immediate effect no tender papers should be issued to the contractors registered with the state PWDs. If they are interested in doing works in DDA, they should be asked to get themselves registered with the authority.

Sd/-  
(J.K. VARSHNEYA)  
ENGINEER MEMBER

1. All Chief Engineer.
2. All SEs including SEs(Elect) & Dir.(Hort.)
3. All EEs including EEs (Elect.) & Dy.Directors (Hort.)
4. All AEs including AEs(Elect.) & Asstt.Directors(Hort.)

## DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/5671

Dated: 3.8.84

## CIRCULAR NO. 55

The performance report in respect of all works costing Rs. 5 lacs and above is required to be written annually. The proforma for writing the performance report of the contractors is enclosed. The period of the report shall be from 1st July to 30th June. The reports should be written by EE and reviewed by SE and CE and sent to this office by 15th August. Part 2, 3 & 4 must be written by the EE, SE and CE respectively in their own hand-writing.

The confidential register of the contractor should also be maintained in respect of all works costing less than Rs. 5 lacs as per instructions contained in para 5 of section 35 of CPWD Manual Vol. II. This register shall be maintained in the personal custody of Divisional Officer and should on no account be given to Division or Circle office.

Sd/- 3.8.84  
(J.K.VARSHNEYA)  
ENGINEER MEMBER

All CEs.

All SEs i/c Director (Hort).

All EEs i/c Dy. Director (Hort.)

## DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/5697

Dated: 7.9.84

## CIRCULAR NO. 56

Sub: Accounts Circulars-Rates payable in the case of  
secured Advances,  
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Para 32.4.1. of the CPWD Manual Vol. II states as under:-

"A case has been brought to the notice of this office by the CTE where in a secured advance assessed by an EE on the basis of market rate exceed the finished item rate. This was occasioned due to the fact that the quoted unit rate for the item of the work was comparatively lower.

To avoid such anomalous situations, it is impressed on all the Divisional Officers that they should sanction the secured advance upto an amount not exceeding 75% of the value of the material as assessed by the Engineer-in-charge or an amount not exceeding 75% of the material element cost in the tendered rate of the finished item of work whichever is lower."

It should be ensured that the rule is complied with strictly whenever secured Advances are allowed.

Sd/-

(J.K. VARSHNEYA)  
ENGINEER MEMBER 6.8.84

All CEs/DDA  
All SEs/DDA  
All EEs/DDA  
All Director(Hort).  
All Dy.Directors(Hort) DDA  
All Divisional Accounts/DDA.

(85)

DELHI DEVELOPMENT AUTHORITY

No. EM.1(10)83/5715

Dated: 7th August, 1984.

CIRCULAR NO. 57

On the subject of secured advances, the following instructions are being issued to be strictly followed by all concerned including Divisional Accountants.

1. Secured advances should not be allowed unless the work has already been physically started at site or it can be taken up straight away. A certificate to this effect should be recorded in the bill and the measurement book in which the secured advance is proposed by the officer preparing the bill and countersigned by the EE.
2. Market rates on the basis of which secured advance is sanctioned should be verified and compared with the rates published by the Delhi Admn. from time to time. The reasons for differences, if any, should be recorded by the AE concerned.
3. Secured advances should be sanctioned only for quantities brought actually at site and which are required for bonafide use of work. Measurements for such materials should be recorded in the measurement book. 100% test check of the measurements should be carried out by the AE and certificate to this effect recorded on the bill. EE will, however, be responsible for the general correction for the
4. Secured advances should be sanctioned only for these quantities of materials which conform to the relevant specific and for which the required tests have been got carried out and the results obtained. A certificate to this effect should be given by the AE incharge of work before making payment of a secured advance to the contractor.
5. A strict watch should be kept on the materials on which secured advances have been paid to ensure that materials on actually consumed on work and are not removed. by the contractor. If any contractor makes an effort to remove the materials from the site of work, immediate action should be taken against the contractor and a theft report lodged with the Police.



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6. Final bills of the contractors should not normally be passed for payment unless the observations/objections raised by the quality control cell or the Chief Technical Examiner are settled or dropped. EEs should take personal interest in getting the observations settled. Only in exceptional cases can the final bill be paid by with-holding an amount against pending observations. In such a case, however, EEs must ensure that a sufficient amount against all possible recoveries is withheld. The AE concerned should record a certificate which will be countersigned by the EE before the final bill is paid.

The above instructions are issued for strict compliance by all concerned including Divisional Accountant who will be held personally responsible in case of default. Strict disciplinary action would be taken against defaulting officers.

Sd/-  
(J.K.VARSHNEYA)  
ENGINEER MEMBER  
6.8.84

Copy to:

All CEs.

All SEs/Director(Hort)

All EEs/Dy. Director (Hort) and Divisional Accountants.  
for the information and necessary action.

## DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/5804

Dated: 7&amp;9th.8.84

## CIRCULAR NO. 58

Subject: Test Check of Measurements by AEs & EEs.  
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The Asstt. Engineers are required to check/measure not less than 50% of the measurements recorded by his JE in addition to 100% check referred to in para 25 of the CPWD Manual section 17. before any running bill is paid. EE is required to test check 10% of the measurements recorded by his subordinate atleast every alternate bill. The test check by the EE shall also include atleast 10% test check of the measurements of RCC reinforcement items so as to ensure structural safety of the building.

2. It has come to my notice that on account payments are being released by the EEs to the contractors without fulfilling the requirements of test check. As a result of this final bills of the contractors are also not being finalised and remain pending for long. IT is enjoined upon all AEs/EEs to ensure that the requirements of test check are followed very strictly by them.

3. The Divisional Accountants should see that the requirements of the test check as stated above have been fulfilled by the AEs and EEs before payments are made. In case the requirements of test check have not been fulfilled, the Divisional Accountant should bring to the notice of the EE and seek his written orders. In cases where the EE authorises release of payments without the above requirements of test check having been fulfilled, the Divisional Accountant should bring all such cases to the notice of the Engineer Member, DDA.

Sd/-  
(J.K. VARSHNEYA)  
ENGINEER MEMBER /7.8.84

All CEs.  
All SEs  
All EEs  
All AEs  
All Divisional Accountant.

NO.EM.1(10)83/5805

Dated: 9.8.84

Sub: Accounts circulars-Extra & Substituted Items.

CIRCULAR NO. 59

Sub: Accounts circulars-Extra & Substituted Items.

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Para 25.2 of CPWD Manual Vol. II states as under:-

"In accordance with para 101 of the CPWD code a Divisional Officer is strictly prohibited from making or permitting any deviations except trifline deviations from any sanctioned design in the course of execution of work, except under specific authority or in the case of emergency. In the later case the change should be reported forthwith to the Suptdg. Engineer."

Para 25.2(v) of CPWD Manual Vol. II states as under:-

"Changes in specifications from those indicated in the contract documents may be made only after obtaining the specific orders of the authority competent to technically sanction the detailed estimate for the project."

Before any changes are made & extra or substituted items executed, the prior written approval of the authority competent to technically sanction the estimate shall be obtained and recorded in the file.

In the case of buildings of a repetitive nature such as Janta, LIG, MIG and SFS Flats, prior approval of the EM. shall be obtained to any change in specification or substituted item proposed.

The above instructions should be complied with strictly with immediate effect.

Sd/-  
(J.K.VARSHNEYA)  
ENGINEER MEMBER.

Copy to:  
All CEs/DDA  
Chief Architect./DDA  
All Sr.Architects, DDA  
All SEs/DDA  
All EEs/DDA.



## DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/6021

Dated: 18.8.84

## CIRCULAR NO. 60

It has come to my notice that copies of the technically sanctioned estimates are not being made available by the SEs/SSWs to the EEs/AEs and JEs. It has been decided that one copy of detailed estimate alongwith detail of measurements must be made available to the site staff executing the work so that the work may be executed as per the details and drawings.

Sd/-  
(J.K.VARSHNEYA)  
ENGINEER MEMBER

All CEs/SEs/EEs

## DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/6022

Dated: 18.8.84

## CIRCULAR NO. 61

Reference is invited to this office circular No. 13 issued vide No.EM.1(10)83/2674 dated 19.5.83 wherein instructions were issued that CEs/EEs/SEs should inspect the works frequently in order to ensure that the works are executed in accordance with the design and specifications laid down for the works. It is again enjoined upon all EEs/SEs/CEs that they must inspect all major works as frequently as possible and issue inspection notes giving their observations on quality of works defects noticed so that both the officers on the site and the contractor are kept apprised of the nature and character of the works and defects, if any. It should also be mentioned in the inspection notes about the action taken regarding rectification of defects pointed out in the previous inspection notes, if any. The copies of inspection notes should inter alia be sent by EEs/SEs/CEs to E.O.II to E.M.

The copies of the inspection notes of the Inspecting officers and action taken in compliance with the instructions should be available at the site of the work for the information and further action if any by the Inspecting Officers.

Sd/-  
(J.K.VARSHNEYA)  
ENGINEER MEMBER

Copy to:

All CEs

All SEs/Director(Hort) & SSWs

All EEs i/c Dy.Director (Hort.) SWS.

DELHI DEVELOPMENT AUTHORITY

No. EM.1(10)83/6388

Dated: 1.9.84

CIRCULAR NO. 62

As per CPWD Code, Superintending Engineers are requested to inspect the divisional offices under their charge atleast once a year and record of the result of such inspections is required to be maintained in the prescribed performa. It has, however, come to my notice that the inspection of divisional offices under the charge of SE is not being carried out regularly. Some of the divisionals have not been inspected by the SEs during the last 3-4 years. This has been viewed with concern. All SEs are requested to inspect the divisional offices under their charge and report of the inspection should be submitted in the prescribed form PWD-29 within a period of 2 months. SEs are also requested to initiate prompt action on irregularities found out during the inspection.

Sd/-  
(J.K. VARSHNEYA)  
ENGINEER MEMBER.

All CEs

All SEs



DELHI DEVELOPMENT AUTHORITY

No.EM.1(10)83/6370

Dated: 1.9.84

CIRCULAR NO. 63

Sub: Arbitration award-Challenging.

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A case has come to the notice where in objections could not be filed within the limitation period of 30 days of the service of notice because EE felt that objections could be filed till the date of hearing, which was fixed after the expiry of 30 days. It is brought to the notice of all the officers that the period of limitation for filing the objections against the award in the court is 30 days from the date of service of the notice. In order to ensure that objections are filed within the limitation period after getting the approval of competent authority, the cases should be processed expeditiously and pursued at all levels.

Any lapse in this regard will be viewed seriously.

Sd/-  
ENGINEER MEMBER

Copy to:

All CEs/DDA

All SEs including Director(Hort) DDA

All EEs including Dy. Director (Hort.) DDA.

## DELHI DEVELOPMENT AUTHORITY

No.EM.1(10)83/6371

Dated: 1.9.84

## CIRCULAR NO. 64

Sub:- Timely payment of award to avoid infructuous  
payment of interest.

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Attention is invited to Circular No. 18 issued under this office letter No. EM.1(10)83/2830 dated 31.5.83 wherein it was stressed that the interest bearing arbitration awards must be processed expeditiously. It is observed that in some cases these instructions have not been followed. In order to ensure that there is no default resulting in loss to DDA, the cases should be processed expeditiously and pursued at all levels. Any lapse in this regard will be viewed seriously.

Sd/-  
ENGINEER MEMBER

Copy to:-

All CEs/DDA

All SEs i/c Director (Hort.) DDA

All EEs i/c Dy. Director (Hort.) DDA.

DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/6536

Dated: 10.9.84

CIRCULAR NO. 65

Sub:- Monthly Expenditure Card.

A monthly expenditure card in respect of expenditure incurred by the Divisional Officers against various heads of the accounts is required to be maintained. All Chief Engineers are requested to consolidate the information regarding expenditure incurred by various divisions under the Circles in their ZONES and the same should be furnished regularly to this office. The information in respect of expenditure incurred by various divisions under the Circles in their Zones and same should be furnished regularly to this office. The information in respect of expenditure incurred in a particular month should reach this office by the 20th of the subsequent month.

Sd/-  
(J.K.VARSHNEYA)  
ENGINEER MEMBER

All CEs.  
All SEs  
All EEs.

DELHI DEVELOPMENT AUTHORITY

NO. EM. 1(10)83/6537

Dated: 10.9.84

CIRCULAR NO. 66

Sub:- Publicity of Tender.

It has been decided that a broad advertisement regarding inviting tenders should invariably be inserted in the press in respect of works estimated to cost more than Rs. 10,000/-.

Sd/-  
(J.K.VARSHNEYA)  
ENGINEER MEMBER, DDA

## DELHI DEVELOPMENT AUTHORITY

No. EM.1(10)83/6879

Dated: 26.9.84

## CIRCULAR NO. 67

Sub:-Submission of Counter Claims-Avoidance of Delay.

On receipt of the request from the contractor for appointment of an arbitrator, the EEs are asked to send the copy of the clause 25 of the agreement and other information required for appointment of arbitrator. EEs while submitting this information are also required to send by EEs alongwith the comments/information and as a result arbitrator is appointed with regards to the claims of the contractor.

It has been observed in many cases that there is considerable delay in submission of the counter claims. In some cases, the delay has been even more than a year. This can result in loss to DDA.

It is enjoined upon all EEs and SEs to ensure that counter claims of the deptt. are sent alongwith the information/data furnished regarding appointment of arbitrator. In exceptional cases, where the counter claims cannot be sent immediately, these should be sent as early as possible. Any default in this regard will be viewed seriously.

Sd/-  
ENGINEER MEMBER

Copy to:-  
All SEs/DDA  
All EEs/DDA

(977)

DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/7735

Dated: 22.10.84

CIRCULAR NO. 68

Sub:- Accounts Circular - Minimum time to be allowed for submitting tenders.  
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Attention is invited to para 18.5 of the CPWD Manual Vol. II wherein the minimum time to be allowed between the date of call of tenders and the date of opening of tenders has been laid down as under:-

- i. 10 days in the case of works costing upto Rs. 1 lakh.
- ii. Two weeks in the case of works costing between Rs. 1 lakh and Rs. 10 lakh.
- iii. Three weeks in the case of works costing more than Rs. 10 lakhs.

Attention is also invited to para 18.6 of the CPWD Manual Vol. I which stipulated that it is essential that the time required for the advertisement to appear in the Press should be added to the above periods so that the contractor gets a clear period as stipulated above from the date that the advertisement appears in the Press.

The above rules should be followed strictly. Any deviation from the above rules will render the defaulter liable for disciplinary action.

Sd/-  
(J.K. VARSHNEYA)  
ENGINEER MEMBER

Copy to:

CE/DDA  
C.V.O./DDA  
All CEs/DDA  
All SEs/DDA  
All EEs/DDA.

Sd/-  
ENGINEER MEMBER



## DELHI DEVELOPMENT AUTHORITY

No.EM.1(10)83/8432

Dated: 29.11.84

## CIRCULAR NO. 69

It has been found that arbitration awards are not being dealt with expeditiously by the EEs/SEs. Instructions contained in section 36 of the CPWD Manual Vol. II should be followed very strictly. In cases where it is decided to challenge the award in the Court of Law, the period of limitation is required to be strictly adhered to. All cases where award is required to be challenged should be sent within 15 days of the receipt of the award so that decision of the competent authority could be taken well in time.

Certain awards contain the conditions regarding payment of interest in case the awarded amount is not paid within the specified period. All such cases should be processed on priority for obtaining decision of the competent authority in time. It is brought to the notice of all EEs/SEs that this office will not issue reminder in respect of any awards received from the Arbitrator and EEs/SEs will have to take prompt action for submission of the cases as soon as the award is published by the Arbitrator.

The concerned Engineers will be personally responsible for delay in processing the arbitration award cases.

Sd/-  
(OM PRAKASH)  
DIRECTOR (WORKS)

All EEs.

All SEs

Copy to: All CEs for information and taking n.a.

Sd/-  
DIRECTOR (WORKS)

## DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/8622

Dated: 10.12.84

## CIRCULAR NO. 70

References invited to this office circular No. 62 issued vide No. EM.1(10)83/6388 dated 1.9.84 wherein SEs were requested to inspect the divisional office under their charge and the report of the inspection submitted to this office within a period of two months.

Information about the inspection of Divisions is only received from S.E. Circle V & VIII.

All S.Es are requested to confirm that divisions under their charge have been inspected.

A report in the matter may be submitted to this office within a weeks.

Sd/-  
(OM PARKASH)  
DIRECTOR (WORKS)

1. All SEs.
2. All CEs.