

226-  
137

Immediate


DELHI DEVELOPMENT AUTHORITY

No:- EM/161083/3362

Date:- 13/3/86

CIRCULAR NO. 137

It is decided that DDA would not allow Railway Contractors  
to tender for DDA works w.e.f. 1.4.1986.

  
( J.K. Varshneya )  
Engineer Member  
D.D.A.

1. OSD to VC.
2. Finance Member,
3. All Chief Engineers with spare copies for Circulation amongst officers in their zones.
4. C.V.O.
5. C.A.O.
6. Commissioner(S&JJ).
7. Director(Hort) with spare copies for circulation amongst officers in his Directorate.
8. Director(MM) with 2 spare copies.
9. S.F.(Vig.)
10. A.L.(CRB) for file No. F4(8)70-Misc/77/Pt.file/Secy/CRB.
11. Suptd.(Int. Inspen.)

228 ————— 138

DELHI DEVELOPMENT AUTHORITY

NO: E.M/10183/3376

DATED: 14/3/86

CIRCULAR 138

As per the existing arrangement transfer orders of Asstt. Engineers are issued by Director(P) with the approval of Engineer Member. It has come to the notice that Chief Engineers are issuing transfer orders at their ends without obtaining the approval of Engineer Member. These results in confusion. For the sake of uniformity in the system it is proposed that if any C.E. desires to transfer any A.E. in his zone from one unit to another unit, the transfer orders for the same should be got issued from Director(P) after obtaining the approval of Engineer Member.

Regarding transfer of J.Es within the zone from one unit to another unit, C.Es are requested to send the copy of all the transfer orders issued in their zones to C.E.(EZ) who is C.E.(Co-ordination) for J.Es, for keeping record of all the changes done by the C.Es from time to time in the office of C.E.(EZ).

This is issued with the approval of Engineer Member, DDA.

( Om Prakash )  
Director (Works)

1. All Chief Engineers.
2. Director(P).
3. Director(M).

227

139

DELHI DEVELOPMENT AUTHORITY

NO: EM2(69)83/Arbn/3411

Dt: 14/3/86

CIRCULAR NO. 139.

In a number of cases recommendations are received from Chief Engineers that arbitration awards should be challenged. It is seen that in many cases detailed reasons/grounds for challenging the award are not given. The award can be set aside on one or more of the following grounds:-

- a) If there is apparent mistake on the face of the award.
- b) That an arbitrator has misconducted himself or the proceedings. In this connection the following fundamental principles should be kept in view:
  - i) If the arbitrator fails to decide all the matters which were referred to him.
  - ii) If by this award he purports to decide matters which have in fact not been included in the agreement of reference.
  - iii) If he hears only one party and refused to hear the other.
  - iv) If he takes evidence in the absence of the other parties.
  - v) If he takes into account any other evidence except the one relating to the specific work under reference.
- c) That an award has been made after the issue of an order by the Court superceding the arbitration or after arbitration proceedings have become invalid under section 35.
- d) That an award has been improperly procured or is otherwise invalid.
- e) If the arbitrator exceeded his jurisdiction.

It is enjoined upon all CEs/SEs/IEs that detailed reasons for challenging the award are given. In cases where the opinions of IE, SE & CE 'for and against' challenging of the award are different, the position should be explained fully by the Chief Engineer.

231 - 140  
DELHI DEVELOPMENT AUTHORITY

No. ~~Em~~ 1(10)83/4107

Dt., ~~the 30th March~~ 1986.


Circular No 140

114/86

To:

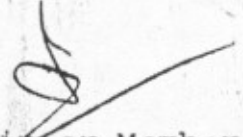
All Executive Engineers,  
(By name), DDA.

I would like to know the balances of cement workwise which is available on works under each division as on 31st March, 1986 afternoon. This information should reach the undersigned within 7 days positively.

  
( J.K. Varshneya )  
Engineer Member

Copy to:-

1. All SEs, DDA.
2. All CEs, DDA.

  
Engineer Member.



2321-5

DELHI DEVELOPMENT AUTHORITY

No; Co 1(10)83/4186

Dt: 2/4/86

CIRCULAR NO. 141

As per provisions of CPWD manual, no normal work should be commenced or liability thereon incurred until A/A has been obtained, a properly detailed estimate with design has been sanctioned, expenditure sanction wherever necessary has been accorded and allotment of funds made. Under para 36 of section 4 of CPWD manual Vol.II, it is stated that the estimate in respect of residential buildings should be sanctioned after the plans and designs, both architectural and structural have been prepared in detail. Vide para 3(e) of section 17 of the manual, it is stipulated that complete architectural and structural drawings and specifications are to be made available to contractors at the time of inviting tenders.

In spite of those provisions in the Manual, it is seen that some works are being taken up even without

- i) A/A and E/S
- ii) Technical Sanction
- iii) Detailed designs/drawings.

In this connection, detailed instructions have been issued by the Vice-Chairman, DDA vide No.F.1(21)86-Vig. dated March, 86. These instructions should be followed strictly.

In certain cases due to urgency if all the structural drawings and designs are not available, atleast the foundation drawing based on soil investigation should be available before technical sanction to the work is accorded and tenders for the work are called. It should also be ensured before award of work that further designs can be available at appropriate time for execution of the work so that there is no hold up of the work at any stage, as any delay in supply of structural

203

- 2 -

drawings to the contractor can lead to contractual complications and loss to the Authority.



(J.K. VARSIMBYA)  
Engineer Member

All CEs/SEs/EEs.

234

DELHI DEVELOPMENT AUTHORITY

NO: 1035/30/300101 EMT(10)/83 /4293

Dt: 4/4/86

CIRCULAR NO. 142

It has been seen that in some contracts condition is being specified that 40% of the total number of houses are to be completed in 50% of the time. In actual practice this condition is not being adhered to as in most of the schemes it is generally not possible to complete the houses in parts and allot them to the allottees as the houses are to be handed over alongwith completion of all external services viz. water supply, sewerage and electricity. Such a condition in the contract does not serve any purpose in case the same cannot be adhered to. It is enjoined upon all the Engineers to see that only those conditions should be provided in the contracts which can be satisfactorily adhered to.

(J.K. VARSHNEYA)  
ENGINEER MEMBER

All Chief Engineers, DDA.  
All Suptdg. Engineers, DDA.



225

DELHI DEVELOPMENT AUTHORITY

NO. EM1(10)/83 / 4294

Dt: 4/4/86

CIRCULAR NO. 143

It has been reported by the CTE that newspaper cuttings regarding press notices for tenders are not available in the Divisional Offices in order to verify the date of publication of press notices. The Executive Engineers are required to keep a proper watch over the press advertisements and they should maintain complete record of the press cuttings in the Divisional Offices so that the same could be shown to the Audit, CTE as well as other officers whenever required by them.

J  
(J. K. VARSHNEYA)  
ENGINEER MEMBER

All Chief Engineers, DDA  
All Suptdg. Engineers, DDA  
All Ex. Engineers, DDA



236-144

DELHI DEVELOPMENT AUTHORITY

No. Em 1(10)83/4770


Dt., the 15th April, 1986.

Circular No 144

During his various inspections, the Lt. Governor has found that the drains in the housing colonies have been designed in the most purfunctory manner without any thought for the levels, gradients and the ultimate outfall with the result that in most of the drains, water flows in the reverse direction and there is no ultimate outlet for water. To put an end to this unsatisfactory state of affairs, it is hereby ordered that:-

(a) In all new housing pockets which are being constructed now, a proper drainage plan will be made showing the levels of the various drains which are to be constructed to ensure that proper gradients and ultimate outfall is available for drainage scheme. In all such cases, the Superintending Engineer will accord his approval by signing on such drainage plan. The concerned Chief Engineer will exercise test checks during their inspections to ensure that the whole drainage scheme is a workable entity.

(b) In the case of existing housing pockets and colonies (not yet transferred to MCD and which are under the maintenance of DDA) drainage plan showing the existing levels will be prepared and modification schemes to make the whole scheme functional will also be prepared and the likely expenditure for correcting the drainage schemes will be worked out and consolidated scheme will be put up to the undersigned for his approval.

  
( J.K. Varshneya )  
Engineer Member

All CEs/SEs/EEs/AEs

Copy to L.G. Inspection file.

145

239

DELHI DEVELOPMENT AUTHORITY

Sl. No. 1(10)83/5606

Dt 11/5/86

C I R C U L A R 145

This office is dealing with the cases of granting exemption to the contractors from depositing earnest moneys with individual case by virtue of depositing a lump sum account.

Many a times, the contractors seek refund of their F.D.R's/ amounts as deposited with this office and donot remain interested in the exemption facility any more. As per condition of bond ~~extended~~ <sup>extended</sup> between the contractor & DDA. The deposits can only be relased to the contractor when a 'No demand certificate' ~~is~~ issued by all the working divisions of DDA.

This office asks for these No Demand Certificates from all the CEs & Director's duly ~~considered~~ <sup>consolidated</sup> at Zonal/Directorate levels on obtaining the same by the CEs / Directors from their EEs/Dy. Directors.

It is however being observed that E.E's are sending the reports directly to this office instead of sending the same to their Chief Engineers/Directors. This procedure of sending reports direct to this office leads to delay in releasing the deposits of the party which in turn causes hardships/inconvenience to the contractors and some times may result in legal complications. All Chief Engineers/Directors are therefore requested to instruct their EE that they should send the 'No Demand Certificates' to their Chief Engineers/Directors only and not to this office directly.

Chief Engineers/Directors will in turn send the consolidated report of this Zones/directorates to this office.

Secretary

Cont. Reg. Board.

To

1. All the Chief Engineers, DDA i/c Slum, Dir. (Hort) & (MM).
2. All S.Es.
3. All the E.Es in DDA i/c Dy. Dir. (Hort) for information action.



238

146

DELHI DEVELOPMENT AUTHORITY

No.EM.1(10)83/5891


Dt., the 12th May, 1986.

CIRCULAR No. 146

It has been brought to my notice that the quality of coarse sand brought by most of the contractors to the work sites of DDA, contain silt much beyond the permissible limit of 8%.

D.S.M.D.C. categorises sand into 4 classes- A-1, A-2, B & C. The silt content of A-1, A-2 varieties are generally within 8% and hence the Executive Engineers should ensure that only these varieties are brought to site.

Tests for silt content should be carried out at frequent intervals. A serious view shall be taken, if sand containing more than the permissible silt content is used on the work.

  
( J.K. Varshneya )  
Engineer Member

Copy to:

1. All Chief Engineers.
2. All SEs, DDA.
3. All EEs, DDA.

NO: *Am 1/10/83/5904*Dated: *14/5/86*CIRCULAR NO. 1147

Subject: Procedure to be adopted for handing over possession of the flats to allottee.

-----

A number of complaints are being received regarding non-cooperative attitude of DDA officers while handing over possessions of the flats to the allottees. The following procedure shall be adopted for handing over possession of the flats:-

- (1) Each and every flat before taking over from the contractor must be examined at the level of J.E.(C)/Elect. A certificate shall be got recorded by him to the effect that the flat is thoroughly inspected and found complete in all respects except fittings and fixtures which are provided after the allottees report for taking possession of flat. The defects in the flat, if any, will be got rectified before such certificate is given. All these flats shall also be inspected by the A.E. to confirm whether the certificate given by the JE has been correct or not. There after some percentage of the flats shall be inspected by the EE also, who should satisfy that the defects have been rectified by the contractor and these can be handed over to the allottees. A certain percentage of these houses shall be inspected at the level of SE and CE for ensuring the flats are free from defects and are fit for occupation.
- (2) The above mentioned drill will eliminate the possibility of any kind of defects existing in the flat. However allottees during their visit to the flat may point out some defects. These defects should be entered in the defect register to be maintained at site. Necessary action to rectify the defects should be taken immediately. Simultaneously action to provide the fittings and fixtures should also be taken. At the site office a prominent notice board should be displayed in which it may be indicated that a register is maintained at site for noting down the defects by the allottees. This will enable the allottees to know that the register is available to them for noting down the defects.
- (3) The documents of possession under no circumstances should be got signed from the allottees without rectification.

Contd.....2/-



240

actually handing over the possession and without providing fittings and fixtures. The flats should be handed over only after the same are completed in all respects including electrical works. For this purpose the Civil and Electrical JEs should sit together at one place for handing over of possession to the allottees so that their running about is avoided. At the site of work where flats are to be handed over the salient data as given below should be displayed on a board:-

- i) Layout of the area showing the location of flats conspicuously.
- ii) Names of JE, AE & EE (Civil & Electrical) with their telephone numbers and office addresses.
- iii) Days and timings on which the officers at Sr. No. (ii) would be available for attending to the allottees.

The Junior Engineers both Electrical & Civil who are responsible for handing over of flats should remain at site on all working days. The concerned AEs & EEs should visit and supervise the operation of handing over of flats. The concerned SEs and CE should also conduct a surprise check in this regard and verify whether the list of defects/deficiencies pointed out by the allottees have been rectified before handing over the possession of the flats.

Engineer Member

All C.Es with spare copies for distribution amongst their SEs and EEs.

243-

DELHI DEVELOPMENT AUTHORITY

No. Em 1(10)83/6277

Dated 27/5/86

Circular No 148

Detailed instructions have been issued regarding procedure to be adopted for handing over possession of flats to allottees vide Circular No. 147 issued under letter No. EM1(10)83/5904, dated 15.5.85. These instructions should be followed very strictly by all the Engineers.

In order to attend to the defects which may come to notice after handing over of flats, it has been decided that the Executive Engineers should be available at the site offices atleast one day in a week for listening to the grievances of the allottees. A board indicating the name of the EE/AE/JE alongwith their telephone numbers should be displayed at the site office and the date on which the EE/AE/JE will be available for attending to the complaints should be fixed by the Chief Engineer and intimated to concerned Welfare Agencies so that allottees could meet the concerned Engineers for redressal of their grievances.

2

( J.K. Verma )  
Engineer Member.

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

247

149

DELHI DEVELOPMENT AUTHORITY

NO: EM1(10)83/9328

Dt: 20/8/86

CIRCULAR NO: 149

Sub: Financial powers delegated to Chief Engineers and other officers of Engineering Wing of DDA- Withdrawal of powers of A.E. in respect of award of work.

---

It has been decided by VC to withdraw with immediate effect the powers delegated to Assistant Engineers of DDA in respect of award of work both after call of tenders and without call of tenders as delegated under item No. 1,3,4,5,6,7, vide letter No. WAB(1)76/Pt.VIII/Secy/2388 dt. 25.2.86. Assistant Engineers should not award any works in future.

*A. L.*  
Engineer Member.

Copy to:

1. Vice Chairman, DDA.
2. Finance Member, DDA.
3. C.A.O., DDA.
4. C.V.O., DDA.
5. All C.Es, DDA.
6. All S.Es, DDA.
7. All E.Es, DDA. with spare copies for A.E.s.

*A. L.*  
Engineer Member,



~~2523~~  
DELHI DEVELOPMENT AUTHORITY


NO. 271(10) 83/9327

DT: 20/8/86

CIRCULAR NO. 150

It has come to notice that in a number of cases, earnest money deposit is not refunded to the tenderers in time. As per provisions of CPWD Manual earnest money given by all the contractors except the three lowest tenderers should be refunded within a week from the date of receipt of tender and earnest money given by other two tenderers (except one whose tender is accepted) should also be refunded within 15 days of the acceptance of tender.


It should be ensured that earnest money is refunded as per the provisions in the manual. In all pending cases the earnest money wherever required to be refunded should be refunded immediately and compliance reported.

  
ENGINEER MEMBER

1. All C.Es, DDA
2. All S.Es, DDA
3. All E.Es, DDA

Copy to: Vice-Chairman, DDA  
Finance Member, DDA  
C.A.O., DDA

for information.

  
ENGINEER MEMBER