

NO: EM1(10)83/9458


Dt: 22 8-86

CIRCULAR NO. 151

Sub: Notice inviting tenders publicity - sending copies to Contractor's Association and Builder's Association.

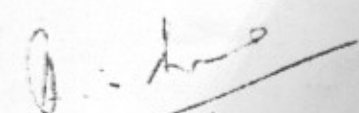
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Instructions were issued vide Circular No.27 issued under letter No.EM1(10)83/4101 dt.11.7.83 that a copy of notice inviting tenders must be sent to the Builder's Association as well as DDA Contractor's Association and their acknowledgement obtained in writing, atleast 7 days in advance of the last date fixed for sale of tenders. Copies of these notices must also be sent to all other divisions and circle offices of DDA. In spite of these instructions, it has come to notice that in some cases tender notices have not been sent to Contractor's Association/ Builder's Association. E.Es should ensure that copies of notices are invariably sent to Contractor's Association/ Builder's Association as per instructions already issued.

  
Engineer Member

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

Copy to: 1. Vice Chairman, DDA  
2. Finance Member, DDA for information.  
3. C.A.O., DDA

  
Engineer Member

257 ————— 152

DELHI DEVELOPMENT AUTHORITY

No.EM.1(10)83/9462

Dt., the 25 August, 1986.

CIRCULAR No. 152

Sub: Pilferage of departmental materials issued to contractors.

A case has come to notice where huge shortage was found in the materials issued by the department for use in the works.

CEs/SEs/EEs are therefore advised to arrange periodical checks to ensure that there is no pilferage of the materials which have been issued by department. As and when any pilferage is observed prompt and proper action should be taken to lodge F.I.R. with the police and simultaneously action should be taken to recover the cost as per terms of the contract. Disciplinary proceedings against the contractor and officers for the lapses should also be initiated.

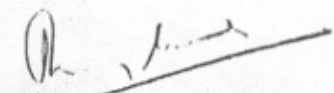
The stores issued to the contractors under the terms of their contract are intended for their entire use and consumption on the work, for which these are issued. There is inherent risk of pilferage and misuse if such stores are issued in bulk to contractors long in advance of their actual requirement. To safeguard and prevent such losses to D. D. A., it should be ensured that issues to contractors are regulated and restricted to actual requirement.

  
( P. Krishnan )  
Engineer Member

All CEs/SEs/EEs

Copy to:-

1. V.C.	X	
2. F.M.	X	for information.
%. C.A.O.	X	

  
Engineer Member.

153

DELHI DEVELOPMENT AUTHORITY

No.EM.1(10)83/9463

Dt., the 25 August, 1986.


Sub: Payment of secured advance to contracts.

— Circular No 153

Instructions were issued vide Circular No.46 issued under letter No.EM.1(10)83/9270 dated 6.12.83 that secured advances are paid strictly as per the rules laid down for only the quantities brought to the site of the work. CEs/SEs/EEs were advised to arrange periodical checks to ensure that there is no pilferage of material for which secured advance has been paid.

Vice-Ch inasn has desired that all cases where secured advances have been paid should be reviewed by conducting physical checks on materials. In case any pilferage is observed prompt, and proper action should be taken to recover the amount of advance together with interest thereon from the date of such advance or advances to the date of recovery with all costs, charges, damages and expenses incurred by the Department. Disciplinary proceedings against the officials and the contractors responsible for the lapses should be initiated immediately.

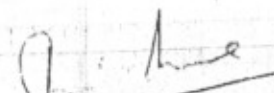
CEs should send a report in respect of works of their zones about the result of physical verification of materials for which secured advances have been given to contractors within a fortnight.

  
( P. Krishnan )  
Engineer Member.

All CEs/SEs/EEs

Copy to:-

1. VC. X
  2. FM. X
  3. CAO. X
- for information.

  
Engineer Member.

NO. Em/10583/10591DATED:- 29-9-86

SUB:- Use of departmental road rollers.

CIRCULAR NO. 154

Instances have come to notice when the contractors were allowed to use their own road rollers inspite of the stipulation in the agreement without getting non-availability certificate from M&W Divn., DDA. There have also been occasions when road rollers were actually available in M & W Division but non availability certificates were issued. As non utilisation/ under utilisation of road rollers results in considerable loss of revenue to the D.D.A., all the CEs/SEs/EEs are requested to ensure that the road rollers are invariably stipulated in the agreement & contractors should not be allowed to use their own road rollers with out obtaining the non availability certificate from M&W Divn. The EE(M&W) Divn. should also ensure that road rollers are kept in working condition so that these can be put to use to its optimum capacity and non availability certificates are issued carefully after verifying the position at his level.

*(Signature)*  
29/9/86  
ENGINEER MEMBER

To

1. P.S. to V.C./DDA.
2. F.M. /DDA
3. C.A.O./DDA.
4. All Chief Engineers with spare copies for their SEs & EEs including EE, M&W Division under CE(SWZ).

5. Copy to be sent to (M&amp;W) 77/5



155

DELHI DEVELOPMENT AUTHORITY

No: EM1(10)83/10701

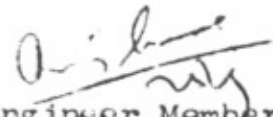
Dt: 3-10-86

CIRCULAR NO. 155

Sub: Timely payment of arbitration awards to  
avoid infructuous payment of interest.

In spite of instructions issued vide circulars No.19,64 & 69 issued under this office letter No.EM1(10)83/2830 dt.30.5.83, EM1(10)83/6371 dt.1.1.84, EM1(10)83/8432 dt.29.11.84 that interest bearing arbitration awards must be processed expeditiously, it is observed that in some cases these instructions have not been followed which has resulted in infructuous payment of interest. It is enjoined upon all the Engineers to ensure that the Arbitration Awards are processed expeditiously so that payment is made within the specified time. Any lapse in this regard will be viewed seriously and may result in disciplinary action.

To

  
Engineer Member

1. All Chief Engineers, DDA
2. All Suptdg. Engineers, DDA
3. All Ex. Engineers, DDA

Copy to: Vice-Chairman, DDA

111) 83/108-5

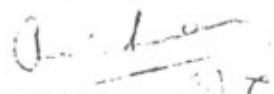
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156

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It has come to the notice of the Vice-Chairman in one of the cases, that transfer orders have not been given effect for about seven months. All the officers are directed that the transfer orders of the staff must be implemented straight away and given effect at once. Any representation will be considered only after the orders are implemented.

These instructions should be followed by all the controlling officers and any delay in implementation of transfer orders would be viewed seriously.

  
ENGINEER MEMBER  
D.D.A.

To:

All Chief Engineers/Directors with spare copies for distribution amongst officers under their control for strict compliance of instruction.

Copy to: Vice Chairman for information.

Copy to File No. EM8(25)/85/LG/.

265


157

DELHI DEVELOPMENT AUTHORITY

No. *Em 1(10)83/11031* Dt., the 15th October, 1986.  
16

C I R C U L A R No 157

During inspection of one of the works of D.D.A. by the C.T.E., it was suggested by him that provision of tower bolts at top and/or bottom of the bath room shutter from inside are not much useful vis-a-vis provision of the tower bolt horizontally at mid height of the shutter. This suggestion is approved for implementation in all the works of D.D.A.

  
( P. Krishnan )  
Engineer Member

All CEs with spare copies for distribution amongst S.E.s/EEs.

Circular No. 158

DELHI DEVELOPMENT AUTHORITY

No. EM 1(10)83/11110

Dated 20-10-86

Subject: Handing over possession of flats.  
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Attention is invited to this office Circular No.90 and 147 issued vide No.EM1(10)83/3085, dated 2.4.85 and EM1(10)83/5904, dated 16.5.86 respectively regarding handing over of possession of flats to the allottees. Instances of difficulties being faced by the allottees in taking over possession are still continuing to be reported to the higher authorities in spite of instructions issued vide above circulars. This has been viewed seriously. It is therefore decided that Suptdg. Engineers shall monitor the work of handing over possession of flats in the divisions under their control every fortnight and initiate disciplinary action against the defaulting officials wherever delays are observed by them in handing over possession to the allottees. The Chief Engineers also should review the position during their inspections.

It is enjoined upon all Chief Engineers and Suptdg. Engineers to ensure that no harassment is caused to the allottees regarding handing over possession of flats.

  
( P. Krishnan )  
Engineer Member

All Chief Engineers. ( with spare copies for distribution amongst SEs and EEs under their control ).

Copy to: Vice-Chairman for information.



270 159  
DELHI DEVELOPMENT AUTHORITY


SM.1(40)93/11250

Dt: 22-10-86

CIRCULAR No 159

Disposal of swept cement.

It has been reported by Dir.(MM) that about 10,000 of swept cement are lying in DDA stores at G.T.K. Road Mayapuri. This cement belongs to the period from 1983-86 and the quantity is being accumulated due to non-use of the swept cement. This matter of use of swept cement was discussed in the meeting with CEs when it was decided that swept cement may be used in the maintenance works to be carried departmentally in the items of non structural nature. I hereby bring this to the notice of SEs & EEs for necessary

  
ENGINEER MEMBER  
D.D.A.

Copy to: Dir.(MM)DDA.

273  
160  
DELHI DEVELOPMENT AUTHORITY

No: EM1(10)83//208

Dt: 22-10-86

CIRCULAR NO. 160

Sub: Counter claims.

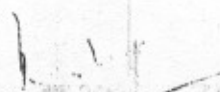
Ex.Engineers are requesting for referring the counter claims of the department. These counter claims are being referred to the arbitrators on the presumption that the EEs have taken the approval of S.E. EEs may be instructed that they should ensure that they take approval of S.E. While sending the counter claims, EEs should certify that the counter claims have been got approved from the S.E.

All C.Es/DDA

  
ENGINEER MEMBER

Copy to:

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

  
ENGINEER MEMBER

DELHI DEVELOPMENT AUTHORITY

No: EM1(10)83/12535

161  
Dt: 3-11-86

CIRCULAR NO. 161.

Vide circular No.13 issued under this office No.EM1(10)83/2674 dt.19.5.83 and circular No.61 issued under this office No.EM1(10)83/6022 dt.18.8.84 instructions were issued that CEs/SEs/EEs should inspect the work frequently in order to ensure that the works are executed in accordance with design and specification laid down for the works. It was further instructed that copies of inspection note of inspecting officer and action taken in compliance with the instructions should be available at site of work. CE(QC), while inspecting works, had observed that inspection registered of senior officers were blank which means that SEs & CEs have not inspected the works. The site order books have also not been reviewed by EEs. This indicates lack of control of supervision.

It is again enjoined upon all the CEs, SEs & EEs that they must inspect the works as frequently as possible and issue inspection notes/record in the site order book

their observations to ensure that quality of works is executed in accordance with design and specifications laid down for the works.

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

Engineer Member

No. DMT(10)83/12651

Dt., the 5th October, 1986.

Sub: Improvement in the quality of construction.

Frequent complaints are being received about the poor quality of construction by D.D.A. Some of the common defects in our housing schemes are seepages, dampness, improper slopes, weak plaster, poor finish etc.. I would like the Engineers to make all out efforts to improve the quality of works being executed by the D.D.A.

2. J.E., A.E., & E.E. will have to inspect the works under their charge more thoroughly and systematically to control the quality. S.Es. and C.Es. should also check during their inspections that the works are being executed according to the prescribed specifications. Wherever defects are noticed, these should be pointed out through site order books and inspection notes. Inspection note books should be maintained at all levels right up to E.E. Copies of inspection notes should be available at the site of work. Follow up action is required to ensure that remedial action is taken on these observations.

3. It has also been brought to my notice that prompt action is not being taken on the observation memos issued by the Quality Control Cell. On receipt of these inspection notes, immediate remedial action should be taken not only on the works inspected but also similar defects in other works under the charge of the officers should be attended. The Chief Engineers should bestow their attention on the major defects brought to their notice by the Chief Engineer (QC). Replies to the observations with details of rectifications done MUST be sent to the Quality Control Cell within 30 days without fail. I would not like any lapses to occur in this respect.

4. It is made clear that the field officers shall be responsible for the quality of work and any default in this respect would invite severe disciplinary action. In future, while writing Annual Confidential Reports, a specific remark should be made regarding the quality of work being executed by the officer reported upon by all concerned at all levels.

( Ga Kumar )  
Vice-Chairman.



EM 1(10)83/12732

Dated:- 7-11-86

CIRCULAR NO. 163

Sub:- Clearance of Conceptual drawings of Project, by Expert Committee.  
by Expert Committee.

.....

In modification of circular No. 28 issued vide No.  
E.M.1(10)83/4141 dated 17.3.83 and circular No. 89 issued  
vide No. E.M.1(10)83/2981 dated 23.3.85, the Expert Committee  
is reconstituted as under:-

- |                             |     |                   |
|-----------------------------|-----|-------------------|
| 1. Engineer Member.         | ... | Chairman.         |
| 2. Chief Architect.         | ... | Member.           |
| 3. Director(CP).            | ... | Member.           |
| 4. Director(DCA).           | ... | Member.           |
| 5. Chief Engineer(QC).      | ... | Member.           |
| 6. Chief Engineer(Design).  | ... | Member-Secretary. |
| 7. Chief Engineer Concerned | ... | Invitee.          |
| 8. S.E.(Plg.) Concerned.    | ... | Invitee.          |
| 9. Sr.Architect Concerned.  | ... | Invitee.          |

All other matters contained in circular No. 28 mentioned  
above shall remain the same. The reconstituted Committee will  
come into force with immediate effect.

( P. KRISHNAN )  
ENGINEER MEMBER

- Vice-Chairman.
- Finance Member.
- All Members of the Committee.
- All Chief Engineers.
- All Suptd. Engineers(Plg.)
- All Sr. Architects.

277  
164  
DELHI DEVELOPMENT AUTHORITY

No. EM1(10)83/ 12710

Dated:- 6.11.86

CIRCULAR NO. 164.

A case has come to notice where an Executive Engineer got the abandoned work completed at the risk and cost of the contractor by employing labour on Muster Roll inspite of blanket ban on such employment. The action of the E.E. was a violation of the existing instructions regarding employment of labour on Muster Roll and was irregular. All the Engineers are advised to adopt other alternatives i.e. call of tenders/inviting quotations for getting the abandoned works completed at the risk & cost of the contractors.

(1.   
( P. KRISHNAN )  
ENGINEER MEMBER

1. All C.Es.
2. All S.Es i/c Dir(Hort).
3. All EtEs.
4. Director(P).
5. C.A.O.


277  
DELHI DEVELOPMENT AUTHORITY

No. EM1(10)03/12710

Date:- 6.11.86

CIRCULAR NO. 164.

A case has come to notice where an Executive Engineer got the abandoned work completed at the risk and cost of the contractor by employing labour on Muster Roll inspite of blanket ban on such employment. The action of the E.E. was a violation of the existing instructions regarding employment of labour on Muster Roll and was irregular. All the Engineers are advised to adopt other alternatives i.e. call of tenders/inviting quotations for getting the abandoned works completed at the risk & cost of the contractors.

(1.   
( P. KRISHNAN )  
ENGINEER MEMBER

1. All C.Es.
2. All S.Es i/c Dir(Hort).
3. All E.Es.
4. Director(P).
5. C.A.O.

281. ✓

DELHI DEVELOPMENT AUTHORITY

NO: EM1(10/33/ 12713

Dt: 6.11.86

CIRCULAR NO. 165

Sub: Mandatory Tests.

For ensuring proper quality of work, details of mandatory tests have been prescribed and these are given in CPWD Specifications. It has come to notice that in some cases the mandatory tests are not being carried out or where carried out, the required number of tests are not done. It is enjoined upon all CEs/SEs/EEs to see that required mandatory tests for all the works are carried out in order to ensure execution of work as per specification.

1. ✓  
ENGINEER MEMBER

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

Copy to: V.C. DDA for information.

1. ✓  
ENGINEER MEMBER



NO: EM1(10)83/12714

Dt: 6.11.86

CIRCULAR NO. 166Sub: Maintenance of tender register.

It has come to notice during technical audit of a Division by the Quality Control Cell that no account was maintained regarding issue of tenders to contractors. The tender forms are priced documents and these are to be properly accounted for in the register which is to be treated as a subsidiary cash book and its pages should be machine numbered. In this connection, detailed instructions for accounting of the tender forms are given in Section 19 of CPWD Manual Vol.II. It is enjoined upon all the officers to follow these instructions given in the manual strictly.

ENGINEER MEMBER

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

Copy to: V.C. and E.M.DDA for information.

Engineer Member

~~285~~  
DELHI DEVELOPMENT AUTHORITY

NO: DM1(10)83/12714

Dt: 6.11.86

CIRCULAR NO. 166

Sub: Maintenance of tender register.

It has come to notice during technical audit of a Division by the Quality Control Cell that no account was maintained regarding issue of tenders to contractors. The tender forms are priced documents and these are to be properly accounted for in the register which is to be treated as a subsidiary cash book and its pages should be machine numbered. In this connection, detailed instructions for accounting of the tender forms are given in Section 19 of CPWD Manual Vol.II. It is enjoined upon all the officers to follow these instructions given in the manual strictly.

ENGINEER MEMBER

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

Copy to: V.C. and E.M.DDA for information.

Engineer Member

DELHI DEVELOPMENT AUTHORITY

No: EM1(40 83/ 12715

Dt: 6.11.86

CIRCULAR NO. 167

Subject: Review of site order books.

During one of the inspections of CE(QC), it has been observed that site order books have not been reviewed by E.Es. In this connection, detailed instructions regarding maintenance of site order books are given in the section 26 of CPWD Manual Vol.II. As per these instructions EEs & AEs are required to invariably sign site order books in token of their having read all the instructions issued by various officers and replies made there to. In case EEs/AEs themselves want to record any instruction, they should record them in site order books. In spite of the detailed instructions given in the manual it is seen that the site order books are not being reviewed by them. It is enjoined upon all the officers to ensure that all the observation-s made in the site order books are reviewed in order to ensure that the various instructions are complied with.

  
ENGINEER MEMBER

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

Copy to: Vice-Chairman, DDA for information.

  
ENGINEER MEMBER

DELHI DEVELOPMENT AUTHORITY

NO. DH(10)13/12741

Dated: 7-11-86.

CIRCULAR NO: 168.

SUBJECT: Issue of Material from the Store.

In order to ensure that cement and steel issued departmentally are used on works according to priority and the balances at site are kept to minimum so that housing works which can be completed along with services do not suffer for want of cement, it has been decided by Vice-Chairman that in future Chief Engineers will counter-sign the indents for cement and steel. While counter-signing the indents the Chief Engineers should ensure that cement balances as indicated by the Executive Engineers are correct and there is no unnecessary building up of stock in site stores. Chief Engineers should also have surprise checks of cement godowns to see that stock balances are being indicated correctly.

It is further decided that the cement will be issued to each zone on a particular day of the week and not on all the days of the week. Cement will be issued to Zones in the following manner:-

NORTH ZONE & ROHINI ZONE

Monday

EAST ZONE

Tuesday

WEST ZONE

Wednesday

SOUTH EAST ZONE

Thursday

SOUTH WEST ZONE

Friday.

The above will come into force from 17-11-86.

(P. Krishnan)  
Engineer Member

All Chief Engineers (20 spare copies)  
Director(MM) (20 spare copies).



NO: EM 1(10)83/13076

Dt: 14-11-86

CIRCULAR NO: 169

As per para 56 of CPWD Departmental Code, Senior Architect is to certify, on completion of a particular building that it has / to been constructed according to the approved designs & specifications. Such certificates are required to be given by Sr. Architects for works costing more than Rs. 10 lacs. As per para 15 of section 5 of C.P.W.D. Manual Vol. II, the certificate is to be recorded by the Sr. Architect in the format prescribed in para 37-A of CPWD Code (similar to one recorded by the S.E.). The copy of the format is enclosed for ready reference.

The Vice-Chairman, DDA has decided that the above system of issuing completion certificates by the Sr. Architects (or an Architect of equivalent grade) shall be adopted in DDA. This practice shall be followed henceforth with immediate effect.

( P. KRISHNAN )  
ENGINEER MEMBER

1. Vice-Chairman.
2. Finance Member.
3. All C.Es alongwith spare copies for their SEs & EEs.
4. Chief Architect,
5. All Sr. Architects.
6. pp (Rohini).

.....

( Certificate to be recorded within three months from date of completion of the work ).

I have inspected the work of ..... contract value of which is Rs. .... vide agreement No. .... today. As a result of this inspection and my previous inspections, I find that the work has been carried out generally to specifications and has been completed satisfactorily. There are no noticeable defects, except for the following:

1. ....
2. ....

These defects should be rectified by the contractor or by the department at his cost, action for which should be taken in terms of the contract.

NO: EM(10)B3/13647

Dt: 3-12-86

CIRCULAR NO: 170

Sub: Adoption of Delhi Schedule of Rate-C.P.W.D. 1985 in DDA.

.....

Delhi Schedule of rate, 1985 has been released by the C.P.W.D. It has been decided that this schedule will be made applicable to DDA works and shall come into operation w.e.f. 15.12.86.

It is hereby ordered that required number of copies of the schedule should be purchased by the C.Es for their respective zones immediately, and these should be issued to all the subordinate offices under their respective charge. It should be attempted that required number of copies of the schedule of rates are taken in the library accounts of the offices concerned and issued to various officers. In the event of transfer of the officer from one office to the other, the schedule of rate should be returned to the Library and a No Demand Certificate should be obtained. It is further ordered that all the estimates & VITs henceforth be prepared on this new schedule so that works put to tender after 15.12.86 are based on the new schedule. The new schedule shall be mentioned in all ITs, work orders, etc. However, wherever tenders have already been called and press advertisements issued, such works could remain on the old schedule and need not be revised on the new schedule in order to avoid unnecessary delay. Tenders received and already being processed and should continue to be on the schedule mentioned while calling tenders.

*V.S. Murti*  
(V.S. Murti)  
ENGINEER MEMBER

1. All Chief Engineers.
2. All Superintending Engineers.
3. Commissioner(S&JJ).
4. All Executive Engineers.
5. Director(Hort)/Dy.Dir(Hort).
6. Director(CP).
7. Chief Architect.

Copy to:-

1. Vice-Chairman.
2. Finance Member.
3. C.V.D.
4. C.A.O.

*V.S. Murti*  
ENGINEER MEMBER  
D.D.A.

No. EM 1(10)83/13746

Dt. the 4th December, 1986.

5

Technical Circular No. 171

Sub: Carrying out important work-Documentation of  
important events. History Book.

Delhi Development Authority has to carry out a number of important construction works. It is necessary to keep a detailed perspective and the functions the building has to serve while carrying out each individual work.

It also becomes necessary to document important events, occurrences and steps during the course of construction. There are a number of records which are maintained at site which have some bearing with the operation of the contract. Apart from this, there should be a record at site (which should be maintained by the AE) which also indicates the chronological stages in the construction work.

The book which should be maintained by AE shall be used to write whenever important events in connection with the work occur. For instance, it should indicate the date of start of work, the physical condition of the area when the work was started, event by event when each important stage of the work has been reached people connected with the work etc. For example, if the building is a ten-storeyed structure with basement and pile foundations, record should be documented about the name of the contractor, when the pile foundation work was started, when the first pile was tested, when the first group of piles was completed, when the actual basement was started, when the main structure is completed etc. etc. Important activities like major changes in specifications, the condition which necessitated such changes should be recorded. If VIPs have visited the work, record should faithfully document any comments (good or bad) made by the VIP, his reaction to the building, suggestions etc.

If any significant changes are made from time to time, these should be documented. If any problems are faced regarding the services, any structural problems, problems faced with bad work which cannot be accepted etc., if any tests are done at various stages which are not of routine nature, the details of such tests should also be chronicled. In other words, this book should give a history of the stages, problems and vicissitudes through which the work has progressed. This book is not

Cont....2/-



meant to be used for any contractual purpose but only for chronological events. This book is not to be used for criticizing part work or people who were earlier associated with the work.

This book should be used for inscribing the various stages by officers at the level of AEs and above only. This is not a contractual document.

It is advisable to keep such a history book for all works costing more than Rs.60 lacs and also for buildings more than 6-storeyed height or any building which has a technical importance or which is of a special nature. It is requested that CEs may kindly put this in practice in selected works to start with and ensure their up keep. The document should be interesting and should create interest in any person who likes to go through it. We can keep photographs of the work at different stages of construction in this book.

Action taken may be intimated from time to time.

All CEs.

4.42.1986

4/12/86

Completed  
4/12/86

DELHI DEVELOPMENT AUTHORITY

No. EM 1(10)83/13747

Dt., the 5-12-86

CIRCULAR NO. 172.

We have got some testing equipment at various places.  
Some of the equipment need some calibration at frequent intervals.  
The field engineers should be entrusted to ensure calibration of  
the equipment at regular intervals as per the manufacturer's  
specifications.

*V.S. Murti*

( V.S. Murti ) 4/12-86  
Engineer Member

All C.E.s.

*Compared*  
*Son-36*  
*4/12-86*



NO. EM1(10)83/14320

DT: 16-12-86

CIRCULAR NO. 173.

In supersession of circular No. 168 dated 7-11-86 it has been decided that from now onward S.E. should counter-sign and send indents only for that quantity, (the break up of which will given by the C.E.) atleast by 12.00 noon prior to the date of issue with small covering note, listing the indents. Otherwise indents will not be entertained by the Store Divisions.

2. Chief Engineer/Supdt. Engineer should check now and then whether priority considerations are being followed. S.E. should check cement stores so as to ensure that there is no unnecessary hoarding of cement specially a-t low priority works. Chief Engineer should also make some surprise checks.

If any S.E. wants a special quota extra for any additional quantity, he should send requisition with indent and a covering note, called "Note for additional cement in week \_\_\_\_\_" giving justification duly supported by Chief Engineer's recommendations. Such requests shall be carefully scrutinised by Chief Engineers before recommending. Such recommendations shall not be routine.

Cement will be issued to different zones as per following procedure.

NORTH ZONE & ROHINI ZONE

Monday & Tuesday

EAST ZONE & WEST ZONE

Tuesday & Wednesday

SOUTH EAST & SOUTH WEST ZONE.

Thursday & Friday

The quantity of cement to be made available to different zones will depend upon the requirement of cement based on the statements given by the Chief Engineers for 'Cash flow for works' and discussed by the Engineer Member recently. The quantity being worked out accordingly will be intimated by Director(MM) shortly.

The above will come in force from 22-12-86.

*(V.S. MURTY)*  
(V.S. MURTY) 16/12.86  
ENGINEER MEMBER

All Chief Engineer (20 spare copies)  
Director (M.M.) (10 spare copies)

NO: EM1(10)83/14592

Dt: 24-12-86

CIRCULAR NO: 174

One important aspect before any building or services is started is to ascertain the salient levels of various Engineering works such as tall buildings, residential quarters, sewerage and drainage system. An integrated approach in a planned manner is necessary in this regard for fixing the levels. It is necessary to fix the levels of a single big building or a cluster of buildings or a large group of residential units in order to have proper and integrated planning both from Architectural side and construction side. The plinth levels should be related not only to the general levels of the existing ground but also to the existing roads around the buildings, depth of foundations as per soil conditions and also the actual foundation level to suit salient engineering criteria including services. These levels which have some inter related bearing should take into consideration not only the levels of sewer in the neighbourhood but also the drainage facilities that have to serve the area. If all these aspects are not considered for fixing the plinth levels by the officers at appropriate level, certain problems some of which may be of serious nature are likely to arise.

For fixing the levels a pucca permanent bench mark should be established before the activity in any complex is started. The levels of all the services/building should be fixed with reference to such an established permanent bench mark in consultation with the architect after going into all the aspects. The Authority, who issues technical sanction for the important building or buildings in the site, shall fix all the levels, in consultation with the Sr. Architect.

*V.S. Murti*  
( V.S. Murti ) 27/12.86  
Engineer Member

1. All CEs with spare copies for their SEs/EEs.
2. Chief Architect.
3. Director(Hort).
4. Sr. Architect.

DELHI DEVELOPMENT AUTHORITY

No: EM1(10)83/14560

Dt: 23-12-86

CIRCULAR NO. 175

It is the responsibility of each officer to ensure that there is no cause for complaint that contractors working in D.D.A. and particularly under their jurisdiction are near relatives of the officers and that they are being give undue benefits. In this connection, attention is drawn to clause 40 of the agreement, which clearly provides that "no contractor will tender for works in zones in which his near relative is working in any capacity between the grades of Chief Engineer and Assistant Engineer and Divisional Accountant. The contractors are also required to intimate the name of the persons (working with them), who are near relative of any gazetted officer of DDA or Ministry of Urban Development". This provision has been made in the agreements and instructions had been issued vide CE's letter No.CE1(27)82/C dt.8.9.83.

All officers are requested to ensure that they intimate the name of their relatives, who are working as contractors in DDA. They should also intimate immediately when their near relative starts working as contractor in DDA. Whenever there is any change in posting of any officer he should immediately bring to the notice of CE/EM the names of near relatives, who are working in his new jurisdiction as a contractor.

It would be a healthy practice to ensure that no officer allows any close relative of his to have any business transaction or contract within the jurisdiction of the officer concerned.

*[Signature]*  
15/12/86  
ENGINEER IN CHARGE

All G.Os, DDA  
All S.Os, including Dar.(Hort)DDA  
All S.Os, including Dar.(Hort)DDA

Through



DELHI DEVELOPMENT AUTHORITY

No: EM 1(10)83/14559

Dt: 23-12-86

Circular No 176

Sub: Prompt disposal of observation taken by  
C.E.(QC) and C.T.E.

It has been observed that there is abnormal delay in sending replies to the observation taken by CE(QC) & CTE in respect of the works examined by them. In respect of some of observations of serious nature, CEs are required to send the comments after conducting necessary investigation as ordered by V.C. & E.M. The comments from C.Es are abnormally delayed, sometimes comments are sent even after a year. It is now decided that in future C.E's comments alongwith the explanations of the officers responsible wherever required would be sent positively within 21 days of receipt of the letter from E.M's office. In case there is any delay, the matter will be viewed seriously and may be referred to vigilance for investigation. The vigilance may also be advised to initiate action for not receiving the replies in time. C.Es are advised to issue necessary instructions to J.Es and S.Es and ensure that comments are sent within the time specified.

The replies to C.T.E. and CE(QC) should also be sent within the time specified by them.

*V. S. Singh*  
18/12/86  
Engineer Member

All C.Es, DDA.

All S.Es i/c Director(Hort.)DDA

All E.Es, i/c Dy.Directors(Hort.)DDA

All A.Es i/c Asstt.Directors(Hort.)DDA.

16

RAJHI DEVELOPMENT AUTHORITY

NO: RM(10)83/14752

Dated: 30-12-86

CIRCULAR NO: 177

Attention is invited to Circular No. 165 issued vide letter No. RM(10)83/12713, dated 6.11.86 and No. 172 issued vide No. RM(10)83/13747 dated 5.12.86 regarding testing of materials used in the works. It is enjoined upon all the field staff to ensure that testing of materials is done as per requirement of the specification with the aid of properly calibrated equipments. Besides, getting the material tested from the departmental laboratories, it is desirable that testing of the materials should be got done from the laboratories outside our department at some frequency in consultation with the concerned Chief Engineer.

*V.S. Murti*

23/12

( V.S.Murti )  
Engineer Member

All CEs/SEs/EEs.



CIRCULAR NO. 178

Sub: Issue of tenders to the eligible contractors.

As per the condition No.24 of PWD 6I, the approved and eligible contractors of CPWD and those of appropriate class of DDA/State PWD/MES and Railways are eligible to tender for works in DDA. Subsequently, it was decided that no tender should be issued to contractors registered with State PWD vide circular No.54 issued under letter No.EM1(10)83/4799 dt.25.8.84. Thereafter, it was also decided that DDA would not allow Railway Contractors to tender for DDA works w.e.f. 1.4.86 vide circular No.137 issued under letter No.EM1(10)83/3362 dt.13.3.86. In addition it was also decided that tenders will also be issued to contractors registered with P&T in appropriate class. For the specialised works select lists are prepared and tenders are issued to only those contractors who are borne on these select lists. In some cases, tenders are also open to registered contractors as well as contractors borne on select lists. It has come to the notice that tenders are being issued to the contractors even though they do not satisfy the eligibility criteria of issuing tenders to them as per the provisions of CPWD 6 and instructions issued by DDA from time to time to be incorporated in PWD 6.

It is again brought to the notice of all the engineers to ensure that no tenders are issued to the contractors who do not satisfy the eligibility criteria as given above both in respect of tenders open to registered contractors and contractors borne on select list wherever applicable. Any lapse in this regard will be viewed seriously and disciplinary action taken.

The press notice and relevant clause in approved NIT shall clearly maintain which category of contractors are eligible to tender - and tender documents shall be issued by MES only to those eligible contractors. Thus the officer approving the NIT shall clearly mention the eligible contractors (as per current orders

of D.D.A. on the subject) and E.E. shall sell tenders only to those. Deviations will be considered as serious irregularities.

*1/5/86*  
22/12/86  
ENGINEER MEMBER

To

1. All C.Es, DDA
2. All S.Es i/c Director(Hort), DDA
3. All E.Es i/c Dy.Directors(Hort.), DDA

17

DELHI DEVELOPMENT AUTHORITY

NO: EM1(10)83/14711

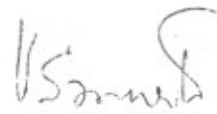
Dt: 29-12-86

CIRCULAR NO. 179

Sub: Specific place for issue of stores/materials.

It has come to notice that in some cases place of delivery for stipulated materials in contracts is mentioned as 'any DDA store' presumably to avoid claims of contractors for carriage of materials. This practice is not correct as it leads to speculation or even problems. To avoid any ambiguity it is decided that in future specific store where from materials will be supplied should be mentioned in the U.I.T. Subsequently, if it becomes necessary to supply materials from other place than mentioned in the contract, the contractors can be paid more or less depending upon whether lead is more or less. Justification of tenders shall be made taking the specific place into consideration.

All engineers are requested to ensure that in future these instructions are followed.

  
23/12  
ENGINEER MEMBER

- \*. All CEs, DDA
- 2. All SEs i/c Director(Hort.), DDA
- 3. All EEs i/c Dy.Directors (Hort.), DDA

19

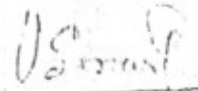
DELHI DEVELOPMENT AUTHORITY

No. ~~2~~ 171(10)83/14712

Dated 29-12-86

*Circular No 180*

Attention is invited to this office Circulars No. 13, 51, 85, 151 regarding inspection of work by EEs/SEs/EBs. It is seen that the copies of inspection notes are marked to the Engineer Member in routine manner where no action can be taken. It is therefore decided that the inspections shall be continued to be done frequently and regularly by the field staff as per instructions issued but copies need not be marked to Engineer Member henceforth. However in case of any irregularity/major defect observed during inspection which needs action to be taken by EM/VC, such cases only should be sent to EM/VC by the concerned Chief Engineers.

  
23/12  
( V.S. Murti )  
Engineer Member.

All Chief Engineers with spare copies for their SEs/EBs.

20

DELHI DEVELOPMENT AUTHORITY

No. *EM 1(10)83/*

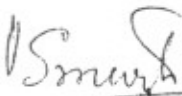
Dt., the 24th Dec., 1986.

*Circular No 181*

Sub: Basic precautions on construction sites.

A copy of IG's U.O.No.486/IG/86/3814 dated 18.12.1986 with a copy of earlier note of L.G. dated 25.9.1986 is enclosed for information and strict compliance by all the officers. It is necessary to see that these instructions are circulated upto the level of AE and JE etc. to ensure their implementation without any failure.

I have seen at certain sites where widening work of roads is almost complete, some electric poles are still standing almost at the centre of the roads. It is very necessary that precautions are taken by the field staff to provide necessary precautionary signs wide enough and bold enough to attract the attention of drivers even at night. No scope should be left for any untoward accident. These instructions are circulated for information of all the engineers in DDA for strict compliance.

  
24/12/86  
( V.S.Murti )  
Engineer Member.

All Engineers upto EE level.



RAJ NIWAS: DELHI.

I have issued clear instructions to the MCD, DDA, PWD and NDMC as to the basic precautions/actions to be taken while undertaking certain works. Copies of the instructions sent on the subject are enclosed for ready reference.

I am sorry to say that except in the area controlled by the NDMC where these instructions are being largely followed, in the areas covered by the DDA, PWD and MCD, the engineers concerned have by and large not carried out the instructions laid down. I have personally rung up the Chief Engineers concerned and expressed my unhappiness over the lack of personal involvement in such cases. In addition to above instructions, we have recently approved a code of conduct which lays down the procedures and action to be taken by the various agencies involved in road cutting for constructions, laying of essential services.

I would like the agencies concerned to organise themselves and take appropriate action as indicated in the code of conduct and instructions issued by me from time to time by the end of this month positively.

With effect from 1st January, 1987, I shall, during my inspections, pay particular attention to these aspects and if I find that instructions have not been carried out and action is not being taken in accordance with what has been laid down, I will have no option but to hold the concerned engineers personally accountable.

Sd/- H.L.Kapur  
Lt.Governor, Delhi.

1. Commissioner, MCD.
2. Vice-Chairman, DDA.
3. Administrator, NDMC.
4. Chief Engineer (Zone I), PWD (Shri O.P.Goel).
5. Chief Engineer (Zone-II), PWD Shri (B.Raghupathy).

U.O.No.486/LG/86/3814      Dated the December 18/19, 1986.

Copy to:-  
1. Chief Secretary, Delhi Admn.  
2. Secretary (LSG/PWD), Delhi Admn.

Raj Niwas:Delhi

Some time back, instructions were given that where in any public place some work is in progress which involves digging and placing malba at the site, the site should be adequately cordoned off with corrugated sheets duly painted with red and white stripes to caution vehicles as well as the pedestrians. In some places this is being observed, but in other areas the work is still being carried out without this protective cover. In addition, it is also noticed that, to warn the vehicles and pedestrians at night, no warning lights are installed where the work is in progress and no warning notice boards are put up much before the approach to the area. This action is against the existing instructions in force. In future, I shall hold the engineers concerned personally responsible if the following action is not taken:-

- (a) The area should be adequately cordoned off with corrugated sheeting painted with red and white stripes; and
- (b) Warning notice boards should be put up at least 100 metres before the approach to the area on either side where the work is going on.

To help motorists and pedestrians at night, all boards should be painted with luminous paint. The area should also have flickering warning lights as is the normal practice in other parts of the world.

Whenever such work on a national highway or on a major road is in progress, flickering warning lights must be given by the DESU through their street lighting poles for the duration of the work. This should become a standard practice which will automatically be implemented.

Sd/- H.L.Kapur  
Lt.Governor, Delhi.

1. Commissioner, MCD.
2. Administrator, NDMC.
3. Addl.D.G., CPWD (Shri A.P.Paracer).
4. General Manager, DESU.

U.O.No.390/LG/86 dated: September 25, 1986.

Copy to:-  
1. Executive Councilor (Development)  
2. Chief Secretary.  
3. Secretary (PWD).

Sd/- H.L.Kapur  
Lt.Governor.

DELHI DEVELOPMENT AUTHORITY

No: 1211(10) 13/68

Dt: 1-1-87

CIRCULAR NO 182

It has been observed that certain claims which are not acceptable to department are denied by EEs in the Arbitrator Court. The quantum is not objected to by EEs, even though it is on higher side as EEs feel that this might mean admission of the claims. As a result the arbitrators, who come to conclusion that claims are admissible, give normally awards based on quantities and rates demanded by the claimant in toto, without any further verification of quantity etc. This leads to excessive award in such cases.

The matter was referred to CLA, who has advised as under:-

I am required to clear the mind of the Engg. Depatts, as regards contest in claims in certain type of cases. The practice is that the deptt. denies the claim in toto. They find that once the stand of the DDA is not accepted by the arbitrator, whole claim is allowed. They feel that they do not exercise the discretion to deny the claim in part as it might mean admission of the rest. This aspect of the matter can be considered at the time of drafting counter claim. The Arbitration Counsel will know how to frame the reply. There is a way out. The DDA can without prejudice take the stand that if a certain part of the claim is accepted the rest of it cannot be accepted. This has to be drafted cleverly.

SEs/Es are requested to follow the advice given by A. and take necessary assistance of Arbitration Counsel, while preparing counter statement of facts and also at the time of defending the cases before the arbitrator.

*Continued*  
47/12/1987

sd/-

ENGINEER MEMBER

All S.Es

All E.Es

All C.Es.



## DELHI DEVELOPMENT AUTHORITY

NO: DMIC(10) 33/68

Dt: 1-1-87

CIRCULAR NO 182

It has been observed that certain claims which are not acceptable to department are denied by DEs in the Arbitrator Court. The quantum is not objected to by DEs, even though it is on higher side as DEs feel that this might mean admission of the claims. As a result the arbitrators, who come to conclusion that claims are admissible, give normally awards based on quantities and rates demanded by the claimant in toto, without any further verification of quantity etc. This leads to excessive award in such cases.

The matter was referred to CLA, who has advised as under:-

I am required to clear the mind of the Engg. Depatts, as regards contest in claims in certain type of cases. The practice is that the depts. deny the claim in toto. They find that once the stand of the DDA is not accepted by the arbitrator, whole claim is allowed. They feel that they do not exercise the discretion to deny the claim in part as it might mean admission of the rest. This aspect of the matter can be considered at the time of drafting counter claim. The Arbitration Counsel will know how to frame the reply. There is a way out. The DDA can without prejudice take the stand that if a certain part of the claim is accepted the rest of it cannot be accepted. This has to be drafted cleverly.

DEs/DEs are requested to follow the advice given by CLA and take necessary assistance of Arbitration Counsel, while preparing counter statement of facts and also at the time of defending the cases before the arbitrator.

*continued  
a/c 7/1/87*

sd/-

ENGINEER MEMBER

All S.Ds

All E.Ds

All C.Ds.

Director(Works)

No. EM1(10)83/621

Dated 9-1-87

CIRCULAR No. 183

Subject: Precautions to be taken while handing over buildings for occupation by the tenants.

Certain instructions were given earlier in the form of the following Circulars indicating the precautions to be taken while handing over possession of flats to the allottees.

1. Circular No. 147 dated 16.5.86
2. Circular No. 148 dated 27.5.86
3. Circular No. 158 dated 20.12.86.

The underlying idea in all these Circulars is to see that the tenants are properly attended to and all facilities are given to them at the time of taking over possession of the flats. The DDA is a department oriented towards public satisfaction and, therefore, the satisfaction of the public shall be upper most in our minds. Since the client actually pays for the building, the client is therefore very much concerned at the time of taking over possession. However since many of the tenants do not know what are the points they have to look into before taking over possession, the engineers will have to be particularly sympathetic and understanding to inform the tenants about all the facts and create adequate confidence also in them.

Some of the tenants put in their life's savings in purchasing a house therefore they would be very much feeling harassed if certain points (which they conclude are serious defects) are not attended to properly.

It is seen that each area has a different method at the time of handing over possession of the flats while the DDA should satisfy the tenants and hand them over almost defect free house to the purchaser. There would be cases where certain defects could be existing at the time of handing over. This can partly be because of certain defects in the work or because the building was not in use for some time after construction or the premises were kept for some other use temporarily. At any rate confidence is to be created in the purchaser at the time of handing over possession and he should be assured that all defects would be rectified during the liability period. Apart from the register kept at the enquiry etc., it is suggested that we may give to a tenant about 6 to 7 sets of

Contd.....



"defect reporting slips" each in triplicate at the time of handing over flat. These forms should be handed over to the tenant with the JE's initial. Each set will be in three copies. As and when the tenant desires to report any defects, he may write them in triplicate and present them to the JE who will acknowledge on one copy and take the other two. After compliance the JE will obtain compliance report (on the two copies with him) from the tenant. The JE will inform the Executive Engineer on one copy of the defect reporting form and simultaneously make a report in the register about the rectification of defects. In on any subsequent occasion, further defects come to notice within the defect liability period, the same programme of action will be followed by tenant and the DDA officials. The JE will keep the copies of all the defect rectification reports in his office as proper records. One set of the form would be available with the Executive Engineer also. A proforma of the defect reporting form which shall be in triplicate is enclosed. This circular may be put into practice from 1st February, 1987 positively.

Sd/- V.S. Murti  
Engineer Member

Copy to:-

1. All Chief Engineers with spare copies.

These instructions should be brought to the notice of All SES/EEs/As/JEs.

*(Om Prakash)*  
( Om Prakash )  
Director (Works)

PROFORMA

To

The Junior Engineer,  
Delhi Development Authority,  
\_\_\_\_\_  
\_\_\_\_\_.

Sir,

Ref.: House No. \_\_\_\_\_  
\_\_\_\_\_.

I have taken possession of the Flat No. \_\_\_\_\_

The following defects which came to my notice are being brought to  
your notice for check & rectifications.

Yours.....

Signature .....

Name.....  
( In Block Letters)

Defects:-

ACKNOWLEDGMENT:-

The above mentioned defects are rectified by the  
Junior Engineer.

Signature of tenant  
\_\_\_\_\_

DELHI DEVELOPMENT AUTHORITY

No.

Dated: 8/1/87

CIRCULAR 184

It is seen that test check of the steel is done much in advance of the actual concreting and action is not being taken to see that the steel is properly placed in correct position exactly before concreting. It is necessary, therefore, the Ex. Engineer and Asstt. Engineer should take steps to ensure that all the steel to be provided as per structural drawings and subsequent test check is correctly kept in position before the actual placement of concreting. Precautions should be taken to ensure adequate concrete is covered round the bars, all-round the fan boxes etc. The placement should again be checked up just before concreting so that there is no displacement of steel. There should not be much gap between the test check of steel and placement of concrete. Elaborate instructions are issued regarding the checking of centering and shuttering, steel etc. The EE & AE should primarily see that these precautions are carefully followed to do good concreting.

There is a feeling that more water would give better surface. This is not correct. In fact, more water would make the mortar weak and more honey-combing. Only required quantity of water shall be added.

The undersigned and Chief Engineers shall be shown the site order book invariably whenever they visit the site.

*V.S. Murti*  
( V.S. Murti )  
Engineer Member

All Chief Engineers i/c  
CE(CC) & (Design).

DELHI DEVELOPMENT AUTHORITY

No. DM 1(10) 83/1107-14 Dt., the 21st January, 1987

OFFICE-MEMORANDUM

22

Instances have come to notice when certain defective work was accepted by the Executive Engineers for payment. As a rule, defective work should not be accepted for any payment. However, in exceptional cases where the defect is such which could be easily rectified by a little additional effort at site, then the material can be accepted with a clear indication to the contractor that only part rates which will fully cover the defects shall be allowed for payment. In all such cases, the contractor shall be well informed. If at the end of the work finally it is desired that reduced rates only shall be paid to the contractors, a letter shall be issued to the contractor suitably indicating him the circumstances under which such slightly defective work is being accepted and he should give his communication to the reduced rates which are proposed to be paid to the contractor. This normal procedure should be followed.

It is however, seen in some cases that when defective work was accepted for part payment, the Executive Engineers allow the full rates and keep some money in deposit. This practice is incorrect. There is also risk in keeping such deductions as deposit.

The field officers should please be informed about the correct procedure in these matters.

*[Signature]*  
21.1.87  
( V.S.Murti )  
Engineer Member

All CEs

Director(MM)

Director(Hort).



No: EM 3(0)85/663-15

Dated: 9/1/87

C I R C U L A R

It has been observed that a number of works are being taken up without any technical sanction. It is not known how the NIT's were approved without any technical sanction to a formal estimate of items and the technical specification necessary. A number of instructions are issued earlier by the DDA. Instructions were already incorporated in the manual which DDA follows.

Without technical sanction it is very difficult for the site engineers to understand the technical reference of the buildings, the various provision contemplated, the reasoning and data on which the technical specifications are framed. The various works specifications to be followed on various items which are to be incorporated after detailed deliberation of technical reference and cost details are to be known to the site officers also. When important services like drinking water supply system, sewerage system, fire fighting system, fire escape, garbage disposal are to be provided in the same building, it becomes all the more necessary for the various officers carrying out the project to know various specifications and details contemplated in the sanction. It would thus be seen that a technical sanction is not merely a document of formality but it is a document which indicates the various specification of every component of the work with the technical reasoning behind the adoption of such a specification/ item or procedure.

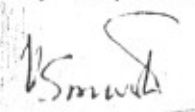
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20  
In file  
ME

All the Chief Engineers are, therefore, requested to kindly make it absolutely imperative that technical sanction is issued before the works actually start. In case, for any exceptional reason such a technical sanction cannot be issued simultaneously with the draft NIT, then it will be necessary for the Chief Engineer, for the Competent Authority to issue a technical sanction atleast by the time tenders are ready for consideration and acceptance. If the office work namely typing etc. is likely to take some time, then a detailed technical specification notes with reasoning and selection of specific parameters with adequate details shall be sent to the officer's concerned under the signature of the Competent Officer as advance information. This however does not mean, this is a substitute for the formal technical sanction.

The issue of technical sanction is also necessary because it is seen that in some of the tenders which are not based on technical sanction, a number of arithmetical mistakes are noticed which caused contractual problems, arbitration cases etc. If technical sanction were issued after proper check and consideration, the serious mistakes which caused a lot of delay and contractual complication would not have resulted.

The officers, therefore, should understand the need for technical sanction as a very important basis and subject in the works.

  
(V.S. Murti)  
Engineer Member

All Chief Engineers & Supdtg. Engineers(Planning),DDA

Dir (P)

DELHI DEVELOPMENT AUTHORITY

No. EM1(10783/Dir(MM)) 82

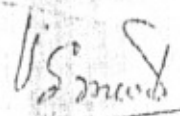
DT:- 22-1-87

CIRCULAR NO. 185

1. It has been decided that in future inspection of shutters for all the Govt. agencies, namely, M/s J & K Joinery Mills, M/s. J & K Small Scale Industries Development Corporation (SICOP) and M/s H.P.L., will be carried out by the respective divisions within 15 days from the date of written communication received from the manufacturers. The inspections should be carried out at factory premises of the manufacturers by an officer not below the rank of Asstt. Engineer and all the shutters should be initialed by the Inspecting Officer. This instruction has to be complied with strictly failing which the matter will be viewed seriously.

2. It has been further decided that after receipt of the material, the challans have to be signed by the respective A.Es./E.Es. in support of receipt of shutters in good condition and thereafter the payments will be made by Ex. Engineer/Store Division-II only.

The above instruction will come into force with immediate effect and have to be followed by the Ex. Engineers in toto.

  
(V.S. MURTI)  
ENGINEER MEMBER

Copy to:-

1. C.Es. with 25 spare copies each for distribution among their S.Es./E.Es.
2. Dir(MM) with 10 spare copies.

DELHI DEVELOPMENT AUTHORITY

NO. EM1(10)83/ ~~MM~~ 82

DT:- 22/1/87

CIRCULAR NO. 185

1. It has been decided that in future inspection of shutters for all the Govt. agencies, namely, M/s J & K Joinery Mills, M/s J & K Small Scale Industries Dev. Corporation (SICOP) and M/s HPL, will be carried out by the respective divisions within 15 days from the date of written communication received from the manufacturers. The inspections should be carried out at factory premises of the manufacturers by an officer not below the rank of Asstt. Engineer and all the shutters should be initialed by the inspecting officer. This instruction has to be complied with strictly failing which the matter will be viewed seriously.

2. It has been further decided that after receipt of the material, the challans have to be <sup>signed</sup> initialed by the respective A E/EEs in support of receipt of shutters in good condition and thereafter the payments will be made by EE/SD-II only.

The above instruction will come into force with immediate effect and have to be followed by the EEs in toto.

Copy to:-

E.M.: D.D.A.

CES. with 25 spare copies each for distribution among their SEs/EEs.

Dir (MM) with 10 spare copies.



DELHI DEVELOPMENT AUTHORITY  
OFFICE OF THE DIRECTOR (MM).

NO.F10(2)86/Dir(MM)/EE(P)/DDA/83

DT:- 22-1-87.

Minutes of the meeting held on 12-1-87 with the representatives of M/s. J & K Small Scale Industries Development Corporation Ltd. (SICOP) in connection with supply of machine made 1st class Deodar wood door and window shutters.

REF:- SICOP/01/12/86 dt. 25-12-86.

The above meeting was held in the chamber of the Vice-Chairman when the following officials were present:-

1. Sh. Om Kumar, Vice-Chairman, D.D.A.,
2. Sh. V.S. Mutri, E.M., D.D.A.,
3. Sh. J.L. Razdan, Managing Director, SICOP,
4. Sh. S.S. Sahni, Resident Commissioner, J & K Govt., New Delhi.
5. Sh. R.A. Quadri, Divisional Manager, SICOP,
6. Sh. S.A. Tak, Manager Sales Promotion, SICOP,
7. Sh. B.K. Roy, Director (MM), D.D.A.

A) It was pointed out by the E.M. that out of supply of 2.2 crores worth of shutters for which specific orders have already been placed, only shutters for an amount of Rs. 83.82 lacs, as per statement submitted by the SICOP, have been supplied to DDA. Out of this some shutters were also rejected. E.M. further stated that on the basis of the informations collected from the Ex. Engineers the amount withheld by them will not be to the tune of Rs. 8 lacs as shown in the statement. As understood from the various divisions, the withheld payment is mainly due to the fact that the shutters were found to be defective and in some cases part supplies were made. E.M. has already directed the E.Es. to clear the pending dues of the party by Jan. ' 87 positively.

However, to avoid any difficulty being faced by the party it has been decided by the E.M. that in future payments will be made by the Director (MM) after the shutters are received by the respective divisions, for which necessary challans have to be signed by the concerned divisions in support of the fact that the materials have been received in good condition. Necessary circular will be issued by the E.M. (SICOP) FOR THE DIRECTOR (MM).

B). It was pointed out by the M.D. of SICOP that there was delay in carrying out inspections of shutters at the factory premises of SICOP by the various divisions after the intimations are given to them. In this connection it was pointed out by the Vice-Chairman that barring 3-4 cases the inspections were carried out more or less within reasonable time. However, to streamline the procedure for inspection it has been decided in the meeting that in future inspections should be carried out by the respective Divisions within 15 days from the date of written communication received from the manufacturer. Necessary circular to this effect will be issued by the E.M. (ACTION ENGINEER MEMBER/DIRECTOR (MM)).

C) M.D./Div. Manager, SICOP mentioned that due to substantial increase in price of timber by Forest Department, Government of Jammu & Kashmir it has become immensely difficult for them to supply shutters if price escalation is not allowed. It was pointed out by the E.M. that on the basis of the offer given by the party an agreement was entered into for supply of 1st class deodar wood shutters worth of Rs. 2.2 crores (i/c deviation) on 5-9-85. There is no price-escalation Clause in the agreement and therefore legally it may not be possible to pay any enhanced price. However, SICOP being a Govt. agency, they may put forth their claim supported by documentary proof so that the same may be considered sympathetically by the competent authority of DDA to find out if some relief can be given to the manufacturer. It was agreed upon by the representatives of SICOP that this however will not be a precondition in resuming supplies of machine made shutters immediately as DDA works are suffering badly for want of shutters. It is understood from the representatives of the SICOP that shutters worth of Rs. 35-40 lacs are already lying ready in their premises at Sri Nagar and immediate arrangement should be made to supply the shutters, preferably within a period of one month. It was pointed out by the Dir(MM) that the quality of shutters being supplied by SICOP requires improvement as there are

-: 3 :-

complaints from the divisions about defective shutters being supplied by them. The representatives of the SICOP have promised to look into this so as to ensure that such complaint about the quality is not repeated. (ACTION SICOP).

B.K. ROY  
(B.K. ROY)  
DIRECTOR (MM)  
D.D.A. : NEW DELHI

(Copies to all officers mentioned above).

DELHI DEVELOPMENT AUTHORITY

NO: 2011/10)83/1307

Dt: 28-1-87

CIRCULAR NO. 186

It is observed that in some cases particularly relating to procurement of shutters etc. the agreement for the work is being operated by 3 or 4 EEs. No one looks after the performance of contract with regard to out turn of the work, granting extension etc. It means the contract is being operated in a very loose manner without having any relation to time variation and performance of the contractor. It is decided that in future one agreement will be operated by one EE. The different officers who require materials will send the demand to the EE who is operating the agreement. It will be the responsibility of the officer who is operating agreement to meet the demands of the demanding officers. In case it is felt that demands of the officers cannot be met within the time, demanding officer will be informed, who will take suitable alternate action in the matter in consultation with their SE & CE.

EE, incharge of procurement of material, will also take necessary action wherever necessary to invite tenders at appropriate stage for entering into fresh contract after ascertaining the requirements from the C.E.

The contracting EE of stores will be the EE who will operate various conditions of the contract, grant extension of time, process all sanctions, make all disbursement and defend in case any arbitration is found necessary. There shall be no objection if any receiving EE is <sup>termed</sup> as Receiving officer and his help is enlisted in checking quality, quantity etc - but the store EE only will be the disbursing & contracting officer.

*V.S. Murti*

(V.S. MURTI)  
ENGINEER IN-CHARGE

All Chief Engineers, except CE(QC)



DELHI DEVELOPMENT AUTHORITY

NO: EM1(10)83/ Dir(MM) -110

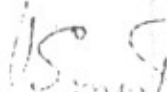
Dt: 2-2-87.

CIRCULAR NO. 187

Sub: Stipulated materials.

It has been decided that SCI pipe fittings, PSC pipes and specials will be procured by Dir.(MM) w.e.f. June, 1987. Chief Engineers are therefore requested to immediately project the monthly requirement of PSC pipes and Specials and SCI pipe fittings required by them in their works from June '87 onward. In case of PSC pipes & Specials, it has to be ensured by the Chief Engineers that pipes & specials can be supplied directly to the site of works so that the item is not taken to central stores at all. In regard to procurement of PSC pipes & specials Dir.(MM) has already requested Chief Engineers vide his letter No.Dir.(MM)/Materials/36-87/DDA/29 dt.12.1.87 to furnish the requirements to him by 22.1.87, but the same is still awaited from them. Chief Engineers are again requested to submit the requirements of PSC pipe & specials, SCI pipe fittings positively by 10.2.87 so that Dir.(MM) may be in a position to process the case for procurement of these materials w.e.f. June '87 onward.

In case of SCI pipe fittings, PSC pipes & specials required prior to June '87 they will have to be arranged by the Chief Engineers at their own end.

  
30.1.87  
Engineer Member  
P.D.A.

- 1. All C.E.s will be informed.
- 2. Director(MM) will be spare copies.

DELHI DEVELOPMENT AUTHORITY

NO: DM1(10)83/1497

Dt: 2-2-87

CIRCULAR NO. 188

It has come to notice that in some N.I.Ts regarding specifications it is mentioned that CPWD Specifications with 'uptodate correction slip' will be applicable. The mentioning 'uptodate correction slip' is vague and can result in contractual complications. To avoid ambiguity it will be appropriate that exact number of correction slips are specified as are applicable at the time preparation of NIT.

All Engineers are requested that in future exact number of correction slips are specified in the NITs.

*V. S. Singh*  
*30/1/87*  
Engin. Member

To

1. All Chief Engineers, DDA
2. All S.Es i/c Director(Hort), DDA
3. All EEs i/c Dy.Directors(Hort.) DDA

DEHAT DEVELOPMENT AUTHORITY

No. *Sm* 1(10)83/2086

Dated 16-2-87

CIRCULAR NO. 189

Many representations from the residents and elected representatives of the areas are being received regarding maintenance of proper cleanliness in the resettlement colonies. It is seen that there is no shortage of sweepers engaged for maintaining cleanliness in these colonies but still the desired results are not being achieved. Chief Engineers are requested to pay surprise visits to these colonies and action against the defaulting staff should be taken if anything wrong or sub-standard is found in these colonies. I would also be making surprise visit to see for myself the standard of cleanliness of these colonies and in case the things are not found upto the mark, strict action will be initiated against the defaulting officials. This may be brought to the notice of all Engineers upto the level of Junior Engineers for ensuring strict compliance of these instructions.

L.G. Dohal has stated during his inspection that a lot remains to be done and development works shall be completed in time and all malba removed and area picked up neatly.

*V.S. Murti*  
11/2/87  
( V.S. Murti )  
Engineer Member

1. All Chief Engineers. 4 Ds (H)
2. All Suptd. Engineers.
3. All Executive Engineers.

DELHI DEVELOPMENT AUTHORITY

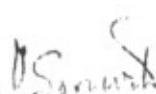
No. 507 1(10)83/2-90

Dated 16/2/87

Circular No 190

Instructions were issued vide Circular No.181 dated 24.12.85 that whenever any digging work or any other work for laying <sup>pipes</sup> cables etc. is to be carried out on the roads, adequate care must be taken to put corrugated sheeting around that area and also put warning sign boards to inform the users about the work being carried out. It was also instructed that warning lights should be installed in order to give proper warning to the vehicles and pedestrians at night. It has been observed by the Lt. Governor, Delhi that except for NDMC, no other agency is following the instructions effectively. Lt. Governor has taken a serious view of this gross non-implementation of instructions issued on the subject. In this connection a copy of L.G.'s note dated 19.1.87 is enclosed wherein it has been clearly stated that if these instructions are not obeyed, very strict action against the person concerned will be taken. These instructions may therefore be noted very carefully for strict compliance by all the Engineers. These instructions may also be circulated upto the level of AE/JE to ensure their implementation.

Encl: As above.

  
19.2.87  
( V.S. Murti )  
Engineer Member

1. All Chief Engineers
2. All Suptdg. Engineers. f Dm (M)
3. All Executive Engineers.

Copy to PS to V.C.



I had given repeated instructions to the MCD, NDMC and DDA and the PWD that where any digging work or any other work for laying cables etc., is to be carried out on the roads, adequate care must be taken to put corrugated sheeting around that area and also put warning signboard to inform the users about the work being carried out. For easy identification at night, the area must have red lights and the signboards should be painted in luminous paint.

I regret to say that except for the NDMC, no other agency is following these instructions effectively. A serious view has been taken of this gross non-implementation of the instructions issued on the subject. I would like to once again warn all concerned that in future if I find that these instructions are not being obeyed, I will have no option but to suspend the person(s) concerned.

I wish to particularly draw the attention of the Chief Engineer PWD, to the work being carried out near the ISBT. The entire road has been dug up and on 17th January night I found some digging being carried out at the intersection of Boulevard Road and Sharnath Marg without any warning lights or warning boards. I would like to have an explanation of the Executive Engineer in-charge of the area as to why this action was not taken before starting the work.

Sc/- H.L.Kapur  
Lt. Governor, Delhi  
19.1.87

2. Vice-Chairman, DDA.

No.C-390/LG/87/109/163, dt. 20.1.87

DELHI DEVELOPMENT AUTHORITY

No. *EM/110/83/2290*

Dated *18/2/87*

*CYCLAS No 191*

To

The Director (Hort.),  
Delhi Development Authority,  
New Delhi.

It has been decided that allotment of rest rooms in the picnic huts shall be made during the day time only and no allotment shall be made for the night stay.

*V.S. Murli*  
*12/2-87*  
( V.S. Murli )  
Engineer Member.

Copy forwarded to:-

1. Vice-Chairman.
2. Secy. to L.G
3. Finance Member
4. All Chief Engineers.
5. Director(P).
6. Secretary.
7. All Dy. Directors(Hort.)
8. Director (Hort. & M.H.W.).

9 *Copy in file No PA/DH 9(4)86 Hort*

D.F.A

DELHI DEVELOPMENT AUTHORITY

No.

Dated

To

The Director(Hort.),  
DDA, New Delhi.

It has been decided that allotment of rest rooms in the picnic huts shall be made during the day time only and no allotment shall be made for the night stay.

97 V.S.Murti  
( V.S.Murti )  
Engineer Member

Copy forwarded to:-

1. Secretary to L.G
2. Vice- Chairman.
3. Finance Member.
4. All Chief Engineers.
5. Director(P)
6. Secretary,
7. All Dy. Director(Hort.)

MOST IMMEDIATE

DELHI DEVELOPMENT AUTHORITY Circular No 192

No: *im* 1(10)83/2637

Date: 24/2/87

I have observed that instructions are not followed by the field staff after inspection by the senior officers. There should be site order book at each place of work where the value of the contract is more than Rs. 4 lacs. Whenever, the Ex. Engineers inspect the work, they should record their inspections of important nature in this register itself. Their inspection notes may follow separately. SEs & Executive Engineers should please follow these instructions with immediate effect.

*V.S. Murti*  
20/2.87  
(V.S. Murti)  
Engineer Member  
18.2.87.

Chief Engineer(EZ)  
Chief Engineer(WZ)  
Chief Engineer(NZ)  
Chief Engineer(SEZ)  
Chief Engineer(SWZ)  
Chief Engineer(Rohini)

with 20 spare copies for  
circulation to SEs/EEs.



DELHI DEVELOPMENT AUTHORITY

Circular No/93

No: En 1(10)83/2638

Dated: 24/2/87

Details of the services specially in group housing is a point of technology and art. We shall be careful when undertaking the construction of roads, drains, sewer line, water supply lines, electrical poles, rain water pipes etc. The area should not look as if manholes and concrete covers are provided as and when and where necessary by each unit independently. A look of some of the areas indicates that the trenches and the manhole covers are provided in jagged manner in a large number. In some cases, rain water pipes end at the ground level and in many cases below ground level without any arrangement for the exit of the rain water. At some places rain water pipes were left ending on the concrete paths and there the water stagnates. Most of the trench covers are above the floor level. Some covers and their handles left projecting above road level and they are always risky. Inside of most of the manholes are left unfinished and full of debris etc. Most of the trench covers and manhole covers are under-size and kept in an irregular manner. The open drains are left rough and uneven and not in line or slopes of uniform gradient. Some of them are in such shape which would make it difficult to clean. The depth of rain must have relationship with the width of the drain. If it is very deep, it should be covered in such way as to reduce the danger, at the same time, the cover must be such as to allow storm water collection. Steel grills shall be used at minimum places from surface. In a sense, while the services have to function effectively, these should be least obtrusive. The Ex. Engineers(P) and Sup. En. Engineers(P) should devote definitely some time to the planning of the services in group housing. EEs at site should attach importance to this as improper surface services spoil the whole environment, cause mishaps and injuries. It is the efficiency in these services planning that the technical capacity of engineers shall be displayed.

contd...2..

DELHI DEVELOPMENT AUTHORITY

Circular No/93

No: En 1110)83/2638

Dated: 24/2/87

Details of the services specially in group housing is a point of technology and art. We shall be careful when undertaking the construction of roads, drains, sewer line, water supply lines, electrical poles, rain water pipes etc. The area should not look as if manholes and concrete covers are provided as and when and where necessary by each unit independently. A look of some of the areas indicates that the trenches and the manhole covers are provided in jagged manner in a large number. In some cases, rain water pipes end at the ground level and in many cases below ground level without any arrangement for the exit of the rain water. At some places rain water pipes were left ending on the concrete paths and there the water stagnates. Most of the trench covers are above the floor level. Some covers and their handles left projecting above road level and they are always risky. Inside of most of the manholes are left unfinished and full of debris etc. Most of the trench covers and manhole covers are under-size and kept in an irregular manner. The open drains are left rough and uneven and not in line or slopes of uniform design as some of them are in such shape which would make it difficult to clean. The depth of drain must have relationship with the width of the drain. If it is very deep, it should be covered in such way as to reduce the danger, at the same time, the cover must be such as to allow storm water collection. Steel grills shall be used at minimum places from surface. In a sense, while the services have to function effectively, these should be least obtrusive. The Ex. Engineers(P) and Supt. Engineers(P) should devote definitely some time to the planning of the services in group housing. EEs at site should attach importance to this as improper surface services spoil the whole environment, cause mishaps and injuries. It is the efficiency in these services planning that the technical capacity of engineers shall be displayed.

cont....

: 2 :

Usually there is a complaint from the Horticulture Directorate that all the malba is dumped into the open area and it is difficult for them to grow any tree. It is, therefore, suggested that while dumping malba in the open area, only specific area should be utilised for dumping which would be cleared at the time of the completion of the work. It should be seen that there 18" top soil is good for horticulture work and grassing. As far as the water source concerned, there shall be a service tubewell for every good chunk of lawn. The pipe lines grid should be so laid that only a hose of 100' length should be sufficient to reach all course of the lawn for watering purposes.

*V.S. Murti*

( V.S. Murti ) 20/2/87  
Engineer Member  
18.2.87.

Chief Engineer(EZ)  
Chief Engineer(WZ)  
Chief Engineer(NZ)  
Chief Engineer(SWZ)  
Chief Engineer(SEZ)  
Chief Engineer(Rohini)  
Director(Hort.).

with 20 copies for  
circulation.

297 45 0/C

DELHI DEVELOPMENT AUTHORITY  
ENGINEERS  
CHIEF ENGINEER  
ZONE - I

No:- CE.30(10)85/ 104

Dt. 4.1.85.

To

305  
1105  
All C.Es, S.Es, and E.Es,  
Delhi Development Authority,  
New Delhi.

Sub: Safety measures to be adopted while working in  
sewer lines.

A copy of circular issued by Addl. Chief Engineer,  
D.D.A. vide his No. ACE.23(3)IV/80/1985 dt. 15.9.83  
and a circular issued by Chief Engineer(Water) M.C.D.  
vide his No. CE.(W)A-18/80/447 dt. 31.1.81 on the above  
referred subject is enclosed for guidance of all  
concerned. These instructions must be followed  
meticulously for works of cleaning of sewers etc.

Encl:- Two circulars

*R. K. Cherman*  
Chief Engineer  
D.D.A. 3/1/85

Copy to:-

Director(Works) for information please.

*Sayed*  
Chief Engineer  
D.D.A.

1 DAM  
D.D.A.  
10/11



# SAFETY GUIDE FOR MEN WORKING IN SEWERS OR AT SEWAGE DISPOSAL WORKS.

## preface

Throughout the country there are many hundreds of men who, as the course of their duties work in manholes or sewers, pumping stations or at sewage disposal works. This is work of considerable importance which can be done only by experienced men. However well such sewers and works are designed their successful operation and freedom from break-down depend upon the skill of the men who maintain them.

The risks likely to be met in this day-to-day work are no more than those present in general industry, but accidents do happen and almost all of these could easily be prevented. In this booklet some of the risks are referred to and the basic precautions to be taken are pointed out.

The safety guide is for your use as one of the many responsible men working in sewerage systems and at sewage works. It is in some measure a summary of parts of the Report Safety in Sewers and at Sewage Works, issued in 1962, and if you want to know more about safety in your job then ask your Superintendent or Works Manager to let you have a copy of that report. In it there is a more detailed list of risks and the precautions to be taken to guard against them.

In the interests of your own safety it is essential that you should read this booklet carefully; it is of vital importance to you. Read it again from time to time to make sure that you are not taking any unnecessary risks.

Always remember that in your work you are one of a team, however small this team may be, and that the safety of yourself and your fellow workers is in your own hands. If you are careless about safety precautions, then others besides your self may be the victims of an accident.

Everybody should know exactly what to do when accidents occur, but prevention is better than cure. Learn how to avoid accidents; if you are in doubt any aspect of accident-prevention procedure then ask the men in charge of your gang or group.

In no circumstances should you enter a manhole, Sewer, Sump or any underground chamber until the necessary safety precautions have been taken or you may place yourself in danger and will hinder the rescue of others.

EVEN IF THERE IS AN EMERGENCY AND YOU THINK LIVES ARE AT STAKE STILL FOLLOW THE SAFETY PROCEDURE.

## SEWERS

### Potential dangers:

There are hazards which may be met when working in all types of sewerage systems, large or small. Some local authorities will have sewers which are large enough for men to work in them, but most of the sewers in the country are too small for this and only the manholes can be entered. Normal day-to-day risks are always present whatever the size of the system or whether the sewers are in a big town or in a rural area; there can be as much danger in an ordinary manhole as in a big sewer. You must always be on your guard.

*An account of the risks involved and the steps which should be taken.*

Contd.....2/-

*Confirmed  
P. W. S.  
11/1/85*

The risks to be guarded against in all types of sewerage systems include physical injury, dangerous atmospheres (oxygen deficiency, poisonous gases, flammable or explosive gases), flooding, bacterial infection and radioactive matter.

Physical injury is generally caused by tools or other articles being dropped down a manhole on to men working below or by men themselves falling from ladders or slipping. Always wear your safety belt and bump helmet.

Dangerous atmospheres can arise when there is a lack of oxygen or when poisonous or flammable gases are present. These may be due to the decomposition of sludge in the sewer, leaks from gas mains, or the presence of petrol and various kinds of wastes from factories and trade premises. A deficiency of oxygen can cause you to become unconscious, poisonous gases ~~xxxxx~~ are explosive. Always have detector lamp and test papers with you when you are working in a manhole or sewer. Test the air at frequent intervals and if dangerous conditions are indicated or if you feel dizzy or sick, leave the sewer at once.

Flooding. A rise of water level or sudden breeze in the sewer the onset of rain or even dark clouds in the distance may give warning of possible flooding.

Bacterial infection can occur, although sewermen are not known to be especially prone to infectious disease. There is a risk of a form of jaundice, however, known as Weil's disease, and the infection sometimes enters the body through breaks in the skin, so that if you cut yourself during your work or have a wound however slight, you must get first aid treatment immediately. The early stages of this disease may be rather like influenza, so if you go to a doctor always make sure that he knows what your occupation is.

Always clean thoroughly any cut or scratch of the skin immediately it has happened. Apply an antiseptic to the wound and protect it with a strip of gauze covered with an adhesive plaster. Before working, all cuts and abrasions must be covered.

Radioactive matter, Waste matter containing radioactive material may be discharged from hospitals, laboratories and industrial plants, but these discharges are under control and all users have to register with the Ministry of Housing and Local Government. The amounts of radioactive waste are very small and there is generally no need for you to take any precaution.

#### Routine Precautions,

It does not matter how carefully the sewerage system in which you work has been designed, or how efficiently maintenance is carried out, your own safety and that of your fellow-workers is still in your own hands.

Can caused dizziness and a feeling of sickness and flaming gases.  
L2 with waterproof plaster.

Compared  
B. J. J.  
11/103

Cont--3-

The main risks are set out in this booklet, together with the normal precautions which you must take. Should your employer issue instructions for preventing accidents you must make sure that you understand them since they might differ in some respects from these general instructions in view of local circumstances.

Before leaving the depot.

Every gang working in manholes, sewers or pumping stations must check that they have the following minimum scale of safety and personal equipment in addition to their normal tools.

Safety apparatus; detector lamps with lead acetate papers; lifelines and handlines; lifting harness (and drag sheets where necessary); hand lamps; first-aid kit.

Personal equipment; safety belt (to be worn at all times); bump helmet and gloves; barrier cream (for use before starting work.)

When it is necessary for men to enter places where it is known that there is a deficiency of oxygen or where poisonous gases are present, specialized equipment must be used.

Special equipment; breathing apparatus (oxygen, compressed air or face-mask type); resuscitation apparatus.

Before starting out for work the ganger, charge-hand or foreman must find out if notification has been received that there may be exceptional discharges from factories or other places or whether special precautions have to be taken in the area in which the gang is to work.

Before entering manholes or sewers

The position of the nearest telephone (call box or private) must be known so that in the event of an emergency you can summon help immediately. You must know how to use the telephone for emergency calls (usually by dialling 999 or the local emergency call sign).

The cover of the working manhole and those immediately upstream and downstream (and as many others as are found practicable) must be removed to give ventilation and to serve as emergency exits if men are working in the sewer. Do not forget to place guard stands and traffic signs at each open manhole.

After the sewer has been ventilated, the air must be tested by lowering a properly prepared detector lamp and moistened lead acetate paper to the bottom of the manhole and leaving them there for at least 2 min. If either the lamp or the paper show dangerous conditions you must not go down the manhole. Even if safe conditions are indicated, you must not enter the manhole or sewer if there is an unusual smell or if there are any suspicious circumstances.

Confirmed  
B. J.  
11/1/85

Contd...4...A/-



A men from the gang, or wherever possible two men, shall be detailed as top man, Smoking, naked lights or fires must not be permitted within 10 ft. of any manhole.

While men are in manholes or sewers

In the cases the top man must keep in touch with the men below by calling or signalling to them at frequent intervals. In the event of warning being received by the top men that conditions are likely to become dangerous, or if they themselves suspect danger, then the men below must return to the surface immediately.

The covers of manholes which were open for ventilation or for emergency use must be kept open during the whole of the time that the men are ~~below~~ ground.

Striking light or smoking in manholes or sewers is forbidden and in no circumstances shall a safety lamp be relit in a sewer or manhole.

Safety belts and bump helmets should always be worn by men working below ground. Gloves should be worn when working or cleaning around ladders, step-irons, or other metal work; rungs of ladders should be kept clean to prevent slipping and to avoid undue fouling of the hands. Only one man should be on a ladder at one time.

Men working in manholes or sewers must always have with them their detector lamps and test papers, and the air must be tested at frequent intervals. If at any time unsafe conditions are indicated, or if there is an unusual or peculiar smell, all men must leave the manhole at once.

Where the sewers are large enough to be entered guard bars or chains must be kept in position across the sewer downstream of the place of work.

No one should walk along a sewer alone. Life-lines must be used when working in sewers with a fast-flowing current and in other dangerous places. When travelling a sewer, special care must be taken if it is necessary to enter a dead-end of an unventilated or sealed-off manhole

After working in sewer or manholes.

The ganger, charge-hand or foreman must check carefully that all men have left the sewer or manhole.

All equipment should be cleaned, dried, checked and adjusted ready for further immediate use.

Any defects or unusual conditions you may have noticed, as well as the presence of rats or signs of rats, must be reported so that action can be taken to apply the remedy.

Before eating and after finishing work you should wash your hands and forearms thoroughly with soap and water containing disinfectant.

*Shift and When cleaning blockage*

Contd.....5/-

*Completed.  
D. Singh  
21/1/85*



302

2/3 3/10

### In an emergency

If a man has received a physical injury he should be brought out of the sewer or manhole as quickly as possible, care being taken not to make the injury worse. If the injury is serious, then medical aid or other assistance should be obtained.

In the event of a man collapsing suddenly, when it is thought that this is due to 'gas' the top man must be warned at once. Unless the casualty can be removed quickly the men with him must immediately return to the surface. No further rescue attempt should be made without breathing apparatus, and help must be summoned at once by telephoning for fire and ambulance services.

### PUMPING STATIONS

Enclosed suction surps, especially when sewage sludge is present, pump wells and screening chambers are potentially dangerous and if you have to work in them you must take the same precautions as you would if working in a manhole or sewer. All such places should be well ventilated and full use should be made of lights.

Never run any machinery unless all the guards are firmly fixed in position and do not wear loose clothing or hold caps which could be caught in moving machinery.

A portable petrol or diesel engine should never be run in confined space- the exhaust fumes are dangerous.

### SEWAGE DISPOSAL WORKS

The hazards which arise in a sewerage system are also present on a sewage works where there are manholes, sumps and pump wells, underground chambers, tanks and similar places. You should therefore study the earlier part of this guide and learn about the risks and the precautions to be taken when working in manholes or sewers, even though you always work at a sewage works.

The dangers are those already pointed out but, in addition, there are the obvious risks of falling from heights, falling into tanks, tripping over obstacles, slipping on slurry or icy walkways and electric shocks. All these dangers can easily be avoided and you must take care that you do not get careless about them-carelessness leads to accidents.

You should know where life-lines, ropes, etc. are available for immediate use. Manhole covers should always be replaced, tools and plant should not be left lying around, and roads, footpaths, walkways and ladders should always be kept clean.

Some of the special dangers which must be guarded against and the precautions to be taken include the following.

Contd....6/-

Handwritten signature and date: 11/1/75

Detritus channels. Care should be taken when cleaning the older or types of channels as gas may be released when the grit is disturbed.

Screens. No work or adjustment, however trivial, should ever be done on any moving machinery. When dismantling screen time bars you should take care that chains do not 'run away' over the sprockets. Never leave hand rakes lying on the ground.

Settlement tanks. Before carrying out work on mechanical scrapers or other machinery, fuses should be removed or the switch-box padlocked. So that the machinery cannot be accidentally started.

Activated sludge plants. Walkways must be prevented from becoming slippery when foaming occurs.

Percolating filters. Before entering the open well round the centre column of a circular distributor a detector lamp should be used to check that there is no oxygen deficiency.

Sludge digestion plants. In all these plants, except where open tanks are in use at the smaller sewage works, the major hazard is that of explosion of the collected sludge gas. Your authority will have regulations for bringing covered tanks into operation and for laying-off a tank and these must be strictly obeyed; these operations are described in the report referred to in the preface to this booklet.

For routine maintenance work in the vicinity of a sludge digestion plant you must always wear all-rubber boots and use non-sparking tools. Gas detectors must always be used.

Smoking and naked flames are prohibited on or near a sludge digestion plant.

.....  
*ompared.*  
*Blair*  
*11/85*

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312

DELHI DEVELOPMENT AUTHORITY  
DELHI VIKAS PRADHIKARAN)  
ADDITIONAL CHIEF ENGINEER  
(UPAR MUKHYA ADHIYANTA)

ACE23(3)IV/80/1985

Dated 15.9.80

C I R C U L A R

It is observed that adequate precautions are not taken by the Gouamen/Beldars/Sweepers and other concerned site staff while cleaning the sewer lines in the DDA colonies. A case has come to the notice in which DDA employee died after met with an accident in a manhole, probably due to the reason that sufficient precautions were not taken by him. Though it is a very serious matter but still the case in regard to this accident was reported to the undersigned after about a month of its occurrence. It is therefore enjoined on all concerned officers that such matters should be brought to the notice of the higher authorities promptly.

In order to prevent accidents taking place in sewers following instructions should be complied with strictly by all concerned.

On receipt of the complaints area sewer gang should reach the spot and try to remove the blockage with kharba-ies from outside, without entering into the sewer line. If it is not possible then the matter should be reported to the J.E. concerned. Entry into the sewers shall not be made by the sewerman without the supervision of JE incharge or any other senior officers.

In case JE decides that entry into sewer manhole is necessary following precautions must be taken before hand:-

At least 4 manholes on either side of blockage should be kept open for a minimum period of  $\frac{1}{2}$  to 1 hours to allow the sewer gas to escape.

Davy's safety lamp should be used in the line to detect the presence of oxygen. Alternatively a burning match can be used for this purpose.

Lead acetate papers after making it wet be lowered down with a piece of thread to detect the presence of H<sub>2</sub>S (sulphurated Hydrogen oxide).

Safety belt with a rope be tied around the waist of the beldar entering the line.

Another beldar should be kept as a watchman at the manhole to look after the Beldar/Sewermen/Sweeper working in the line. The rope should be jerked in intervals between these two workers, to determine the safety of the beldar working in the line.

In case of deep lines, showing presence of large quantity of gas, mechanical blower be used to force out the sewer gas before entry is made. The blower should constantly remain in operation till the Beldar continues to work, in the lines so that proper amount of oxygen is supplied to the workers in the lines.

2 :

It would also be desirable that sewer staff should be given training in the use of the following out fits so that the same can be properly and effectively used when required.

- a. Safety belts with ropes.
- b. Davy's safety lamp.
- c. Use of lead acetate papers.
- d. Blowers.

Sd/-

( V.V. THAKAR )  
Addl. Chief Engineer.

All SEs/EEs (with 5 spare copies)

Copy forwarded for information of:-

1. Engineer-Member.
2. Vice-Chairman.
3. Chief Engineer.

(B.R. SEHGAL)  
E.A. TO A.C.E.



DELHI DEVELOPMENT AUTHORITY

NO: Em 1(10)83/3045

Dt: 5-3-87

CIRCULAR NO. 194

Sub: No direct correspondence to be done with VC.

..-

In a number of cases, it is seen that EEs are sending replies to CE(QC) in respect of the observation memos and copies of these letters are endorsed to VC. This is not correct. No correspondence is to be made by EEs directly with VC. Even copies of the correspondence should not be endorsed to VC. These instructions may please be noted carefully.

Director(Works)

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

*with trace paper*  
*Place in Em 1(38) DCEB(B7)*

DELHI DEVELOPMENT AUTHORITY

NO: *Im* 1(10)83/3639

Dt: 17/3/87

CIRCULAR NO. *195*

Reference is invited to this office circular Nos.13, 61 and 161 wherein instructions were issued that CEs/SEs/EEs should inspect the works frequently in order to ensure that the works are executed in accordance with design and specification 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 the quality of the work & defect noticed.

CEs/SEs should also take in depth inspection and monitoring of some works at regular intervals. This monitoring should cover all aspects viz progress, site work, quality, finalisation of bill, related accounts, CTE/CE(QC)'s observations, casting, services, Horticulture etc. CEs would also inspect functioning of one division once a month. This office inspection of division shall include procedures by division office, fairness/correctness in tender receipt, NIT display, contractor's ledger, upkeep of progressive expenditure, maintaining proper records and agreement etc. SEs would also inspect atleast 2 works in depth every month and atleast would inspect one division in a month.

Copies of the inspection notes would be sent to all concerned. Copies of these notes will also be sent to E.M.

*V.S. Murli*  
*12/3/87*  
Engineer Member

To

1. All C.Es, DDA
2. All S.Es, DDA i/c Dir.(Hort), DDA
3. All EEs i/c Dy.Directors(Hort.) DDA

It had been observed that during the execution of excavation work for deep sewers, proper care is not taken which resulted into a number of accidents in the past some of which had proved fatal. In this connection detailed specifications for excavating trenches for laying pipes and cables etc. are given in CPWD specifications 1977 Vol-I (para 2.9 to 2.15). It is however seen that strict observance of these provisions is not being followed meticulously. The following procedure shall be followed for such works in future:-

1. The soil investigations should be carried out in order to find out the nature of soil, sub-soil water level etc. so as to decide the mode of execution of work.
2. The SE incharge of the work will decide about the mode of execution of the work whether the work is to be executed by stepping, sloping and/or planking and strutting of the sides. He will decide the depth at which these precautions are to be taken and also whether planking and strutting has to be 'close or open' depending upon the nature of soil, depth of the trenches and sub soil water level. These instructions will be given in writing by the SE to the Engineer incharge of the work.
3. While approving the specifications, SE will give clear instructions regarding precautions to be taken in respect of trenches passing by the side of tall buildings, over head tanks and other electric underground cables etc.
4. SE will also clearly indicate the way in which excavated materials is required to be stacked i.e. he will specify the minimum distance from the edge of trench at which the excavated material is to be stacked. Similarly he will also specify the distance at which the pipes and other construction materials are to be stacked.
5. The EE will inspect the works at frequent intervals in order to ensure that the instructions issued by the SE are followed by him meticulously. In case of any deviation in the nature of soil, necessary report will be submitted by him to SE and his orders regarding specifications to be followed shall be obtained in writing from him. In case of any deviation

from the specifications found at site, the work will be stopped and recommenced after necessary rectification has been carried out.

6. The SE will inspect the work at frequent intervals in order to ensure that the instructions issued by him are followed at site and all necessary precautions are taken.
7. CE should also inspect these works atleast once in a month in order to see the arrangements for the works have been made in a satisfactory way.
8. The record note of inspections will be issued by the CE/SE/EE. Such inspection notes can either be issued through separate inspection notes or recorded in the site order book. Even if the works are being executed as per specifications, the officers will record in the site order book about their inspection of works.
9. The contractor shall be informed in writing by the Engineer-in-Charge about the various measures and precautions to be taken during the execution of work.
10. Adequate care should be taken to put up corrugated sheets around the area and also put warning sign boards in order to give warning to the users about the work of deep sewers under execution. Warning lights should also be installed in order to give proper warning to the pedestrians and vehicles. Detailed instructions issued in this regard vide Circular No. 181 and 190 should be followed very strictly.

*V.S. Murti*  
(V.S. Murti) 17/3-87  
Engineer Member

All CEs/SEs/EEs



DULHI DEVELOPMENT AUTHORITY

No. DM(10)82/3864-64

Dated 25/3/87

To

All Chief Engineers.

I am enclosing herewith a copy of letter No.F.10/1/86-M.P.II, dated 2.3.87 alongwith minutes of the meeting held at Raj Nivas on 23.2.87 at 11.30 AM to discuss action for exercising effective control and safety measures in construction works involving deep digging for information and necessary action.

In this connection you may also refer the Circular No.196 issued under No.DM(10)82/3647, dated 18.3.87 vide which detailed instruction in connection with works involving deep digging have been issued.

Encls: As above.

( On Prakash )  
Director(Works)

F.10/1/86-H.P-II  
Delhi Administration:Delhi  
Home (Police-II) Department.

5-Sham Nath Marg, Delhi-54

Dated the, 2/3/87

To

1. Sh. Om Kumar,  
Vice Chairman, DDA,  
Vikas Sadan, INA New Delhi.
2. Shri P.V. Jayakrishnan,  
Commissioner, MCD, Town Hall New Delhi.
3. Sh. Dharam Dutt,  
Administrator, MDHC,  
Palika Kandre New Delhi.
4. Shri Ganga Dass,  
Secretary PWD, Vikas Bhawan,  
New Delhi.
5. Shri V.S. Marti,  
Engineer Member DDA, Vikas Minar, New Delhi.  
Shri O.P. Goel,
6. Chief Engineer, PWD,  
Zone-I, Kasturba Gandhi, Marg, Barracks, New Delhi.
7. Shri B. Raghupathy,  
Chief Engineer (PWD),  
Zone-II, HSO Building IP Estate New Delhi.

Sir,

I am directed to forward herewith Minutes of the Meeting held at Raj Niwas on 23.2.87 at 11.30 AM to discuss action for exercising effective control and safety measures in construction works involving deep digging, for information and necessary action.

Yours faithfully,

( K.K. Bhasin )

Joint Secretary (Home)

Dated the,

F.10/1/86-H.P-II

Copy for information to:-

1. Secy to Lt. Governor, Delhi.
2. P.S. to Home Secretary.

( K.K. Bhasin )  
Joint Secretary (Home)  
Delhi Administration:Delhi

Copy may place minis, (enclosed)  
page 2. Guidelines A for m/w

A draft is sent to  
D(W), for m/w

7/3.87

MINUTES OF THE MEETING HELD AT RAJ NIWAS ON 23.2.87 AT  
11.30 AM TO DISCUSS ACTION FOR EXERCISING EFFECTIVE  
CONTROL AND SAFETY MEASURES IN CONSTRUCTION WORKS INVOLVING  
DEEP DIGGING.

The following were present:-

1. Shri H.L. Kapur,  
Lt. Governor,
2. Shri R.K. Ahooja,  
Home Secretary.
3. Shri P.V. Jayakrishnan,  
Commissioner, MCD.
4. Shri Ganga Dass,  
Secretary, PWD.
5. Shri Dharam Datt,  
Administrator, NDMC,
6. Shri V.S. Murti,  
Engineer Member, DDA.
7. G.R. Ambwani,  
Engineer-in Chief, MCD.
8. Shri V.P. Chetal,  
Chief Engineer, NDMC.
9. Shri O.P. Goel,  
Chief Engineer, PWD.
10. Shri B. Raghupati,  
Chief Engineer, PWD.
11. Shri S.P. Nagrath,  
S.E., NDMC.
12. Shri K.K. Bhasin,  
Joint Secretary (Home)

At the outset Home Secretary explained that background. In January, 1986 during the course of a operation for sewerage excavation at Prashant Vihar an accident occurred resulting in the death of three persons. A Magisterial Inquiry was ordered into this incident and on the basis of acceptance of the report of Inquiry by the Lt. Governor, VC, DDA had been requested to take suitable action against individual officers responsible and also to ensure proper measure in future to avoid such recurrence. H.S. said that report from DDA in the matter had been received and recently another incident had taken place at Kalyan Puri which was of a similar nature and in which two persons lost their lives. Lt. Governor desired to know the position of the action taken as per the recommendation of the earlier inquiry and also generally wanted to know what steps various construction agencies were taking to ensure safety of lives of the workers engaged in such work and also about the safety of general public using the adjoining road or land.

Cont....2/-

Engineer Member DDA stated that action on the Magistrate's report was being taken by the C.V.O. and there will be some progress soon. He promised that a report will soon be sent by the DDA.

It was desired that strict observance of precautions for all such works as laid down in the CPWD Code should be observed meticulously by various construction agencies and the contractors working with them. The lapses in observance of these rules only result in mishaps causing loss of life or inconvenience to public. It was decided that all the construction agencies will ensure meticulous observance of the specifications for carrying out such works and the Executive Engineer and Assistant Engineer concerned will be made accountable for any lapses which may occur in observance of these specifications. It would be desirable that the AEs should have their field offices at the site of construction work and lower staff should also be physically present to supervise the work. Executive Engineer concerned and officers senior to him should also regularly check and in case anybody is found lax in his work, strict action against him should be taken.

Lt. Governor pointed out instances where sewer pipes required to be laid on the road side were dumped on the main road creating serious traffic hazards. He also pointed out that at night in some places adequate precautions were not being taken by putting up signboards at a safe distance from the place where the work may be going on which should be suitably lighted, so as to warn public to be careful. He further desired that if work could be done at night it would be more beneficial because during night it would result in less dislocation of traffic and will cause less inconvenience to the public as compared to day time.

Lt. Governor further noted that at the site of work proper facilities necessary for the workers were not provided which should be ensured by all concerned. If work required temporary huts, they should be removed after completion of the work immediately. Lt. Governor observed that no work should be done without ensuring safety measures. He desired that Chief Engineer or Engineer-in-Chief of various agencies involved in construction work should issue strict orders laying down clearly the measures necessary to be taken for safety of work and other related matters and also indicating that the persons at fault would be liable to serious action.

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E.m

C.V.O.



197

## DELHI DEVELOPMENT AUTHORITY

O: WAB/3 (54) 86/ Secy/ 440

Dt: 3.4.87

OFFICE CIRCULAR 197

It has been decided by U.A. vide agenda item No. 100/200/3 L that the element of interest as mentioned in clause 7 the indenture bond be raised from 12% to 18%. Hence for all future indenture bonds to be executed the element of interest chargeable on account of any default be modified from 12% to 18%.

(D. 19. 12)  
Secretary/WAB.

V.C., DDA for information.

E.M., DDA for information.

F.M., DDA for information.

C.A.O., DDA for information.

All Chief Engineer with special copies for circulation  
to their S.E.s & E.Es.  
A.O.(W), I, II, III.

871(10)83/4634

Dt 13-4-87

198

CIRCULAR

198

The agenda items are being prepared by the various wings for placing before the Screening Committee & Technical Committee by the Engineering Wing and other wings of the DDA. Chief Engineers should send a copy of the Agenda note whenever it is sent for discussion before the Technical Committee or Screening Committee. Chief Architect, Director(CP), Director (DC&B) & Director (PPW) are also requested to take similar action whenever the items initiated by them pertain to Engineering/Development works.

*V.S. Murti*10/4/87  
(V.S. Murti)

Engineer Member

1. All Chief Engineers.
2. Director (CP)
3. Director (PPW)
4. Director (DC&B)
5. Director (Hort.)
6. Chief Architect
7. Commissioner (Lands)
8. Addl. Commr. (Lands)

DELHI DEVELOPMENT AUTHORITY

No.E.M. 1(10)83/3/47

Dated: 23-4-87

CIRCULAR NO.199

Subj:- Confidential performance report of contractors.

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Attention of C.Es/SEs/EEs is invited to circular No.36 issued vide letter No.EH.1(10)83/ dated regarding performance report of contractors. The forms for writing the performance reports have already been circulated. It is however, seen that the performance report of the contractors are not being written by EEs/SEs/C.Es. The report of the contractors are required to be filled in every six months. The performance reports of contractors in class I-II & III should be filled in for the period September, 1986 & March, 1987. After receipt of confidential reports of contractors from E.Es with the remarks of S.Es, the Chief Engineers will fill in their own remarks and maintain these confidential reports in their offices. For class IV & V the E.Es may maintain confidential reports in their offices. In case the performance of a contractor is found to be unsatisfactory, the concerned E.E/SE/CE should initiate a case against the contractor by referring the matter to Secretary, Contractor's Registration Board with clear recommendations regarding the action proposed to be taken against the him.

It is enjoined upon EEs/SEs/CEs to write the performance reports of the contractors every six months in future. C.Es should monitor the progress in this regard at regular intervals.

*V.S. Murti*  
( V.S. MURTI )  
ENGINEER MEMBER

cc to:-

Vice-Chairman, DDA.  
All Chief Engineers with spare copies for circulation amongst their S.Es/E.Es.

200

DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S OFFICE

NO: 1(C)83/4968

Dated:- 20/4/87

CIRCULAR NO 200

It has been brought to the notice of the undersigned that tender papers are not being issued to the Contractors in time with the result they do not have sufficient time to study tender documents and work out reasonable rates. It has been decided that the last date for issue of tender documents shall be three days before the tenders are scheduled to be opened. Every tender documents issued must contain the following information at the time of its issue:-

- (a) Name of the contractor.
- (b) Date of application for tender by contractor.
- (c) Date of receipt of application in divisional office.
- (d) Whether eligibility for tendering accepted.
- (e) Date of issue of tender papers.
- (f) Date of receipt of tender papers.

It has also been reported by the DDA Contractors Association that the official receipt for the amount deposited as cost of the tender documents is not being issued by the Divisional Officers. It has been decided that proper receipts for the money deposited towards cost of tender documents should be issued by the Divisional Officers to each contractor, and amount brought on Cash Book.

The existing rules will continue to apply.

*V.S. Murti*  
18/4/87  
( V.S. MURTI )  
ENGINEER MEMBER.

Copy to:-

1. All Chief Engineer i/c C.E.(QC).
2. All S.Es i/c Director(Hort.).
3. All E.Es i/c Dy.Directors(Hort.)

4. Copy to file no 8(C)85/102