

DALHI DEVELOPMENT AUTHORITY

NO: 800 1(12) 33/ 3363

Dt: 28.4.87

CIRCULAR NO. 221

A deviation limit is set out in the agreement of all works. This deviation limit determines the quantities which may be increased or decreased under the provisions of clause 12 from the original quantities mentioned in the schedule of the agreement.

In accordance with the provisions of para 101 of CPWD Code a Divisional Officer is strictly prohibited from making or permitting any deviations except trifling deviations from any sanctioned design in the course of the executions, except under specific authority or in the case of emergency.

The change in the specifications from those indicated in the contract documents should be made with the specific orders of the authority competent to issue technical sanction to the detailed estimate for the project. The fact is that the deviations are shown in the architectural plan should not be considered as having financial sanction of the competent authority.

It has been observed that in certain cases under the pretext of this deviation limit extra DUs are taken up by the field divisions which is incorrect and has been viewed very seriously. It is, therefore, clarified that the deviation limit mentioned in the agreement relates to the quantities which may increase/decrease due to unforeseen circumstances like cropping up of extra/substituted items, change in the design of work etc. Under no circumstances, the scope of work will be enlarged by taking up extra DUs under the pretext of deviation limit given in the agreement.

*[Signature]*  
(V.S. MUKHI)  
MEMBER

1. All CEs.
2. All SEs.
3. All MEs.

DELHI DEVELOPMENT AUTHORITY

No: EM.1(10)/83/6470

Dated: 26.5.87

CIRCULAR NO. 202

It has come to notice that some of the floor traps (water seals) used on the DEA works are not according to ISI specification. Instead of providing the desired water seal and a free throat, the traps used are having a constriction near the outlet which may cause chockages leading to the pressure of dampness. Officers are requested to please ensure that the traps used on the work fully satisfy the ISI specification.

It is also necessary for the engineers to plan the location of the door bends in such a way the inspection door can be opened conveniently and cleaning operation conducted properly. The door bends have special function and this should be well understood. Copies of the circular should be circulated up to the level of Junior Engineers by the Executive Engineers.

*V.S. Murti*

(V.S. Murti) 22/5.87  
Engineer Member

Copy to: All CEs, All SEs & All EEs.

No: EM1(10)83/6471

Dt: 26-5-87

CIRCULAR NO. 203

The following points are brought to the notice of Chief Engineers for strict compliance at all levels.

1. Tenders are being invited on PWD 7, 8 & 9 as the case may be. The principles laid down in the CPWD will be strictly followed in the use of tender documents for each job. This shall be issued by all officers, approving NITs.

2. The justification for tenders shall be the responsibility of the Chief Engineer and Suptdg. Engineer(P) in the case of works within the competent of the Chief Engineer and of S.E. and E.E.(P) in the case of other works. There shall be one set of market rates for each zone and this shall be seen by the S.E.(P) and C.E. and made applicable for a period of three months only; instructions in this regard are given separately.

In a separate meeting with the SEs(P) and EEs(P) I have impressed the need for preparation of preliminary estimates/project reports in a very lucid, clear and complete manner. All estimates within the powers of the S.E. shall be signed by the EE(P) and all estimates above that shall be signed by SE(P) and Chief Engineer. The names of officials signing the estimates shall be written in block letters below the signatures. Directions given in the CPWD for preparation of estimates shall be followed. The report and story of the estimates shall be in sufficient detail and cover all aspects. A para shall be added about the selection of engineering specification, site conditions, purpose etc. in the estimate. A para shall also be added about the feasibility of construction at site, the functions of the job, pattern, availability of services and of those factors which are mentioned in the Feasibility Report. No estimate shall be sent without a copy of the drawing or key plan as the basis for the estimate for works/development works. The area proposed to be developed shall be

estimate. A para shall also be added about the feasibility of the construction at site, the functions of the job, pattern, the availability of services and of those factors which are mentioned in the Feasibility Report. No estimate shall be sent without a copy of the drawing or key plan as the basis for the estimate for works/development works. The area proposed to be developed shall be clearly shown in red bringing together with details of services. The time frame shall be .....contd....2/-

clearly indicated and it should not be vague, idealistic or incorrect. The correctness of the estimate should be authenticated and engineers preparing the estimates should take a reasoned stand for the engineering specification adopted in the case. While there is no question of being rigid on a specification/particulars in an estimate, there should be no vagueness about cost. In other words, the stress should be on the selection of appropriate specification based on need, fund availability etc. and the cost automatically follows. All preliminary estimates should have a proper cover with the name of the Division, Circle, name of work, amount and expected time. All estimates should also indicate the time frame for the work with the annual financial limits. The engineers preparing the estimates shall take pride in the estimates and the estimate should not look like rough sheets of paper picked here and there. One should be able to judge the calibre of the engineer who prepares the estimate after looking at the estimate and the contents of the estimate.

These instructions may please be brought to the notice of all the engineers who are incharge of planning, preparation of estimates etc. in your zone.:

*(Signature)*

22/5/67

(V.S. MURTI)  
Engineer Member

Chief Engineers, DDA

All Suptdg. Engineers, DDA.

422/3



DELHI DEVELOPMENT AUTHORITY

No: EM 1(10)83/6496

Dated: 26.5.87.

CIRCULAR NO. 204

**The important portion of** any engineer's work is to give technical sanction to the estimates. In fact the technical sanction is an instrument to issue the guarantee about the technical proposals, aptness of specification, structural soundness, method of construction, time limit etc. If the technical sanction is not correctly given, wrong agreements may result with many complications including delays. In a recent case it is seen a Chief Engineer has sanctioned substitute item worth nearly Rs 40 lacs in one contract. Such incidents indicate that technical sanctions are not being correctly given initially. All engineers of LDA are, therefore, exhorted to do this technical part of their work after proper thinking and after applying proper norms of specifications while giving technical sanction. Incidence of variation in contracts should thus be minimum. Deviations in the contracts thus indicate that the engineer, who gave technical sanction **did not** exercise his mind fully.

*V.S. Murthi*  
26/5-87  
(V.S. Murthi)  
Engineer Member

To

1. Shri S.K. Ahuja, CE (NZ)
2. Shri R.K. Bhandari, CE(EZ)
3. Shri S.C. Gupta, CE(SWZ)
4. Shri R.L. Hans, CE(SEZ)
5. Shri S.K. Chawla, CE(WZ)
6. Shri C. Banerjee, CE(Rohini)
7. Shri S.C. Gupta, CE(D&T)

with 6 copies.

Copy to:-

1. Chief Engineer (QC)
2. O.S.D. to VC.

*V.S. Murthi*

CPWD Specifications for works at Delhi 1977 Vol I.

2.9.0. EXCAVATION IN FOUNDATION TRENCHES OR DRAINS (SOFT/HARD SOIL)

2.9.0 Excavation: Not exceeding 1.5.m in width or/and 10 sqm on plan to any depth in trenches(excluding trenches for pipes, cables etc.) shall be described as excavation in trenches for foundations.

2.9.1 Excavation: All excavation operation shall include excavation and 'getting out' the excavated matter. 'Getting out' shall include throwing the excavated earth at least one metre or half the depth of excavated whichever is more, clear of the edge of excavation. The subsequent disposal of the excavated material shall either be stated as a separate item or included with the item of excavation stating the load. Excavation shall be dug out to the exact dimensions as shown in the drawing or as directed by the Engineer-in-Charge.

While carrying out excavation for drains work, care shall be taken to cut the sides and bottom exactly to the required shape, slope and gradient. The surface shall then be properly dressed. If the excavation is done to a depth greater than that shown on the drawings or as required by the Engineer-in-Charge, the excess depth shall be made good at the cost of the contractor with stiff clay puddle at places where the drains are required to be pitched and with ordinary earth, properly watered and rammed, where the drains are not required to be pitched. In case the drain is required to be pitched, the back filling with clay puddle if required to be done, shall be done side by side, as the pitching work proceeds. The brick pitched storm water drain should be avoided as far as possible in filled up areas.

10/15/77  
15/1/77  
16/1/77

DELHI DEVELOPMENT AUTHORITY.


NO.EM1(10)83/ 7175

DATED:

Circular No. 205.....

In a number of cases accidents take place while doing excavation in drains, trenches etc. The CPWD specifications for excavation in foundation trenches or drain (soft/hard soil) are very clear about the method of excavation dumping of excavated soil & precautions to be taken.

An extract of para 2.9 of C.P.W.D. specification 1977, Vol.I, for works dealing with the excavation in trenches or drains etc. is hereby enclosed for reference and strict adherence while executing the work.

  
DIRECTOR (WORKS) /  
D.D.A.

ENCL: Extract of para 2.9  
of CPWD Specifications  
for works 1977.

Copy to:-

- i) All Chief Engineers/DDA.
- ii) All Suptg. Engineer/DDA.
- iii) All Executive Engineers/DDA.

DELHI DEVELOPMENT AUTHORITY

NO: EM1(10)83/8118

Dt: 10-7-87

CIRCULAR NO: 206

Sub: Delegation of powers(financial) to Chief Engineer,DDA.

The Authority vide its resolution No. 38 dated 27.4.87 has delegated powers to Chief Engineers of DDA regarding acceptance of tenders for the rescinded and balance work upto the value of Rs. 20 lakhs (excluding the cost of materials stipulated to be issued by the department).

Copy of the above said resolution is enclosed.

The tenders for the rescinded(balance) works costing more than Rs. 20 lakhs will continue to be sent to W.A.B. for approval.

Encl: Copy of resolution No. 38  
dt. 27.4.87.

1. All Chief Engineers.

Copy to: 1) Vice-Chairman,DDA.  
2) Finance Member,DDA.  
3) Engineer Member,DDA.  
4) Chief Engineer(Q2)DDA.  
5) Chief Accounts Officer,DDA.  
6) Secretary,DDA.

  
DIRECTOR(WORKS)

D.D.A. 8/7



27.4.87

No. 1000/1/1000/3050 P.C.

P R E C I S E

1. As per latest delegation of financial powers in CPWD, power of acceptance of lowest tender rest with CE for the works whose tendered cost is 100 lacs (excluding the cost of stipulated materials) with normally approved condition. For acceptance of the lowest tenders beyond 100 lacs, CE has full powers to accept the tenders but he has to take the prior approval of CW Board. These powers have also been delegated to CE in DDA. As per practice in CPWD it is understood that tenders for rescinded works which were originally accepted by CE with prior approval of CW Board are submitted to CW Board even though cost of the balance works to be executed at risk and cost of the original contractor is much less than even Rs. 20 lacs. In this respect, it may be mentioned that there is no clear instruction in the manual in this regard. It has been observed that in number of contracts, action has been taken by CEs/SEs to rescind the contracts as the contractors did not execute the works in time. In most of the cases, the cost of the balance work is varying upto about 25 lacs. Only in a very few cases the cost of the balance work to be executed at risk and cost of the original contractor exceeds 20 lacs. With the present practice, all the cases of rescinded works even if their cost is much less than Rs. 20 lacs also are being sent to WAB, which causes delay.

It is felt that for expeditious acceptance of tender/ completion of the rescinded works it will be desirable that CEs are delegated powers to accept tenders of the rescinded works if cost of the remaining work yet to be executed (out of the original) at the risk and cost of the original contractor is less than Rs. 20 lacs. Such contracts should not include totally new works of an original nature, not connected with the original work. There is no objection to include a few new items, totally relevant & contingent to the work and found necessary for satisfactory completion of the work but such works should be

206-C

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listed in the NIT at para 'D' - and called contingent relevant items.

Approval may be given to delegate powers to CE for acceptance of tenders for rescinded works whose tendered cost of balance work to be executed at risk & cost of the original contractors does not exceed 20 lacs (after deducting cost of materials issued by the department).

RESOLUTION

The Authority resolved that the proposal contained in the Agenda item viz. to delegate powers to the Chief Engineers to accept tenders of the rescinded works if cost of the remaining work yet to be executed (out of the original) at the risk and cost of the original contractor is less than Rs. 20 lacs as detailed in the agenda item, be approved.

...  
A. U. S. S. S.  
25-5-87

Asstt. Secretary  
Delhi Development Authority

# दिल्ली विकास प्राधिकरण

कम संख्या

दिनांक.....198...

## CIRCULAR NO.

Part of Clause 33 of form 7 & 8 of the agreement is re-produced as under;

" If required by the Engineer-in-Charge, all surplus or un-serviceable materials that will be left with him after completion of the contract or at its termination for any reason whatsoever on being paid or credited such price as the Engineer-in-Charge shall determine having due regard to the condition of the materials, The price allowed to the contractor however shall not exceed the amount charged to him excluding the storage charges if any." To enforce this clause, it is necessary to indicate issue rate and storage charges separately for the materials stipulated for issue under clause 10 of form 7 & 8.

It is enjoined upon all the concerned that the storage charges should invariably be shown separately in the issue rates in contracts and the cost adjustment from the contractors may be made accordingly.

1. All CEs.
2. All SEs.
3. All EEs.
4. CAO.

  
24.7.87  
( V.S.Murti )  
Engineer Member

207

DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S OFFICE

NO: EM1(10)83/ 8151

Dated:- 10 July 1987.

CIRCULAR NO. 207

Part of Clause 33 of form 7 & 8 of the agreement is re-produced as under:

" If required by the Engineer-in-Charge, all surplus or un-serviceable materials that will be left with him after completion of the contract or at its termination for any reason whatsoever on being paid or credited such price as the Engineer-in-Charge shall determine having due regard to the condition of the materials. The price allowed to the contractor however shall not exceed the amount charged to him excluding the storage charges if any." To enforce this clause, it is necessary to indicate issue rate and storage charges separately for the materials stipulated for issue under clause 10 of form 7 & 8.

It is enjoined upon all the concerned that the storage charges should **invariably** be shown separately in the issue rates in contracts and the cost adjustment from the contractors may be made accordingly.

*V.S. Murti*  
10/7.87  
( V.S.Murti )  
Engineer Member

1. All CEs.
2. All SEs.
3. All EEs.
4. C.A.O.



208

DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S OFFICE

NO: EM1(10)B3/8152

Dated: 10 July 1987.

CIRCULAR NO. 208

Design Circular No. 5 issued by A.C.E(D) vide No. ACE(D)/TC(12)B3/DDA/41, dated 9.1.84 elaborated various precautions to be taken to maintain good bond in masonry works. Instructions communicated vide this circular should be strictly followed. The structural stability of a building depends entirely upon the quality of masonry work and the workmanship. Additional care has also to be taken to see that lines and levels are maintained and checked at regular intervals. The courses of masonry should be laid in such a way that there is no unevenness over the entire course of masonry and no where the wedges are inserted to level the courses. It will be desirable to have a gauge over which the courses of the masonry are marked to a certain height (Say upto lintel level) and masonry checked at regular intervals.

Often the corners and junctions of walls are not properly interlocked thus making these structurally weak. To avoid such a situation masonry should invariably be proceeded from the junctions or corners of the walls towards centre so as to raise the masonry away from the junctions and the corners. Special precautions are to be taken of inter-locking the partition walls with main walls.

*V.S. Murti*  
15/7/87  
( V.S. Murti )  
Engineer Member.

All CEs/SEs/EEs.

209

DELHI DEVELOPMENT AUTHORITY

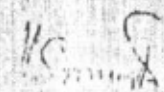
No: ER.1(10)/83/8409

Dated: 17/7/87

CIRCULAR NO. 209

It has come to knowledge that the department officials from site issue indents for cement to contractors without verifying the quantity available at site. It is also seen that when the bills are passed in the divisional offices, the divisional accountants do not insist on a certificate about the quantity of cement lying at site and verified physically and in many cases such certificate are avoided by the field staff. Here after, Executive Engineer signing the indents should please verify the M.S accounts of cement and they should sign the indents only if the quantity of cement lying at site cannot last more than 7 days.

Superintending Engineers should make it a point to invariably verify the stock position of cement whenever <sup>they</sup> visit the site.

  
\_\_\_\_\_  
16/7/87  
(V.S. Murti)  
Engineer Member

To

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

210-15

DELHI DEVELOPMENT AUTHORITY

No.EM.1(10)03/3281

DL., the 17 August, 1967.

CIRCULAR No.210

Sub: Control of standard in works-regulation of sub standard works and payment at reduced rates.

1. Contractors are required to execute the works as per specifications. If it is found by the supervisory staff namely JE/AE/EE that certain items of works executed by contractor are below specification, the contractor should be asked through site order book or letter pointing out the defective works. Such action should be taken while work is in progress and the defect got rectified either through the contractor himself or by departmental skilled workers at the contractors cost in terms of Clause 14 of the agreement. It is possible to rectify a number of defects while the work is still in progress and therefore the departmental officials should be vigilant to point out the defects after frequent inspections and field and Lab tests and bringing them to the notice of the contractors. Defective works shall not be considered for payment at reduced rates as a normal course. Part rates paid in the running bills can only take care of part work done and not when the defects are present in the work done.


2. Defective work can be accepted at reduced rates only in such cases where the defect is of a structural nature which cannot be rectified or the defect cannot be rectified because of a number of other related structural elements. In such cases also it is necessary to ascertain overall structural soundness and stability before any decision is taken even to accept it at the reduced rates, considering design norms or statistical standards.

3. Powers of SEs to allow sub standard work at reduced rates in the exceptional cases shall be preceded by notice in writing to the contractors by EEs about the intention to allow only a specific reduced rate inspite of the defect. Deduction proposed for such sub standard work shall not be decided like Extra Items/Substitute Items but should have a relationship with the responsibility of the contractor, the nature of deficiency etc.

4. No part payment shall be made for defective work by the Executive Engineer during the running bills, as this would mean that

the department is prepared to accept the work at a little lesser rate. SEs instructions in all the cases should be obtained before any work is considered for payment at reduced rates. The purpose of the Circular is to inform the Executive Engineers/Assistant Engineers that they should act promptly in pointing out defective works to the contractors and take prompt action for rectifying the defects departmentally or otherwise as provided in the contracts. This would mean frequent checks/inspections throughout.

5. These instructions should be brought to the notice of all JEs and AEs.

  
( Om Kumar )  
Vice-Chairman

All Executive Engineers(Civil),Elect., Design, QC & Vig.

Copy to all CLs, Superintending Engineers, DDA for information.

Vice-Chairman



DELHI DEVELOPMENT AUTHORITY

No.EM.1(10)83 /10470-28 Dt., the 3rd Sept., 1987.

Technical Circular No.211

I have noticed that one of the most important item usually neglected is on fixing of important levels for essential services and the building plinth levels. A sort of co-relation and appreciation of the services is necessary before the plinth level of a building or set of buildings is fixed. The level of flooding, the level of adjoining services in normal conditions and in surcharge conditions are to be considered alongwith the reliability of pumping operations before fixing the appropriate levels.

Engineers in DDA are hereby enjoined upon to follow strictly the pattern of fixing proper levels by appropriate authorities. The foundations shall be decided finally in relationship to these plinth levels and soil conditions.

In buildings and services which are technically sanctioned by the EE, the EE is the competent authority to fix plinth levels.

The AE should obtain in writing the approval of plinth level of such buildings from the EE.

In respect of buildings where technical sanction is issued by SE and CE, the SE's approval shall be obtained for fixing the plinth levels of all such buildings covered in these technical sanctions. The EEs and AEs should please ensure that these approvals are obtained prior to finalisation of foundation levels etc. These instructions should be strictly followed.

( V.S.Murti )  
Engineer Member  
3.9.87

Copy to:

1. All CEs
2. CE(GG).
3. EM's Guard File.

DEVELOPMENTAL BUREAU

No. EM(10)33/10657

Date 10-9-87

CIRCULAR NO. 212

In Circular No. 54 and 118 issued vide No. EM(10)33/3435, dated 15.4.85 and EM(10)33/12293, dated 22.10.85 (copies enclosed for ready reference), it was advised that no correspondence should be endorsed or addressed directly to this office unless the same is called for or where some action is required to be taken by this office.

It is however observed that even now copies of a number of letters are being endorsed to EM/Director(W)/E.O as a matter of routine (where no action is required by this office). This is unnecessary waste of time and paper at all levels. E.M. has decided that correspondence with E.M.'s Sectt. shall not be made by officers lower than SEs.

All CEs/SEs are hereby again requested to endorse only those letters to this office where specific action is required from this office.

This issues with the concurrence of E.M.

(S.S. Dey)  
Director (Works)

Encl: Two Circulars  
referred above.

1. All Chief Engineers.
2. All Suptg. Engineers.
3. Director (Hort).

DELHI DEVELOPMENT AUTHORITY

No. EM1(10)83/10607

Dated 10-9-87

CIRCULAR NO 212

In Circular No. 94 and 118 issued vide No. EM1(10)83/3455, dated 15.4.85 and EM1(10)83/12293, dated 22.10.85 (copies enclosed for ready reference), it was advised that no correspondence should be endorsed or addressed directly to this office unless the same is called for or where some action is required to be taken by this office.

It is however observed that even now copies of a number of letters are being endorsed to EM/Director(W)/E.O as a matter of routine (where no action is required by this office). This is unnecessary waste of time and paper at all levels. E.M. has decided that correspondence with E.M's Sectt. shall not be made by officers lower than SEs.

All CEs/SEs are hereby again requested to endorse only those letters to this office where specific action is required from this office.

This issues with the concurrence of E.M.

(H.S. Dogra)  
Director (Works)

Encl: Two Circulars  
referred above.

1. All Chief Engineers.
2. All Suptdg. Engineers.
3. Director (Hort).

DELHI DEVELOPMENT AUTHORITY

Ref.: DM1(10)43/12709

De., the 9<sup>th</sup> Nov., 1987

CIRCULAR No. 113

I have now realised that most of the Executive Engineers and perhaps some SEs also are feeling that the responsibility for quality control stops with the inspection by the Chief Engineer(QC) and attention to his paras. This view is incorrect. Chief Engineer(QC)'s inspections are of random nature and are only representative. Chief Engineer(QC) also perhaps cannot see the work procedures etc. during the total working period of any work. The quality of the work depends upon the materials used, procedures followed and attention given to each and every aspect of the work, precautions taken for ensuring the quality and the workmanship. Thus it is principally the responsibility of the field officers to ensure the quality of work and take appropriate action with the help of CPWD Specifications and the contract conditions. Powers are given to the various field officers to stop defective work, rectify defective work and above all ensure steps for proper work which does not call for subsequent dismantling. There is no substitute for this except frequent inspections by the various officers at the level of EEs/SEs. The EEs/SEs should also issue proper inspection notes and also guide the lower formations in implementing the various contract conditions for ensuring quality. The site order book is an important document which is to be invariably seen and made use of by all inspecting officers.

It is, therefore, enjoined upon all the officers in-charge of works to ensure that the quality is kept up. Action against negligent officials/officers shall be initiated in time. It is very necessary that the junior officials shall be made to understand the various correct work procedures, tests to be conducted and records to be maintained. Senior officers should please see that the systems are properly enforced and where violations are noticed, strong action is taken.

To get into this practice, Chief Engineers should look into these aspects and enforce the systems.

Contd.....P/2/-



I would also request the CEs/SEs/EEs to send me at least one inspection report per month out of the inspection reports issued by them. Inspection reports should cover the buildings, services, horticulture and also the maintenance aspects from time to time. In the inspection reports, the name of the work and name of the contractor should also be mentioned alongwith the names of officials/officers incharge of the works. These reports should be reaching me every month from 1st December, 1987 onwards.

V.S. Murti

27/11

(V.S. MURTI)  
Engineer Member.

All CEs/SEs/EEs/.

## O.C. NO. 214.

It is understood that some confusion exists, at present, between Architects and Engineers regarding issue of drawings for various stages of the project, feasibility check-ups and inspections. To sort this matter out, a meeting was held with CA and ACAs. The following procedure is decided:-

(A) STAGES FOR ISSUE OF ARCH. DRAWINGS

The following stages for issue of drawings were decided:-

1. Outline drawings for feasibility check-ups: These drawings will show the location of the structure and necessary overall dimensions to define the geometry properly. The drawings will also indicate the specific dimensions to be checked by the engineers.

The following points will be checked-up and reported in the feasibility report to be sent to architect;

## (a) Dimensions:

- (i) Outer dimensions of the site after leaving ROW(Planned width) of peripheral roads.
- (ii) Diagonals, angles etc. to define the geometry of the structure and Land with respect to peripheral roads as well as spot levels at regular intervals.

## (b) Physical Obstructions:

- (i) Walls, roads, footpaths, existing structures, nallahs, mounds etc.
- (ii) Existence of overhead telephone lines, high and low tension electricity poles, etc.
- (iii) Existence of any underground service line like sewerage, water supply, drainage, electricity or telephone cables etc. passing through the project site.

## (c) Land:

- (i) If the land is in possession of the Executive Engineer.
- (ii) If there are any encroachments.
- (iii) If the land or any portion is filled-up or soggy.
- (iv) Soil starts with bearing capacity, if possible.

## (d) Services:

- (i) Availability of peripheral services like water supply, sewerage, drainage and electricity.
- (ii) Physical location of these services as per plan.
- (iii) Invert levels of existing manholes, SW drains etc.



- (ii) If the site stands committed for some other use.  
(iii) Any other relevant information.

2. Preliminary drawings:- The second stage for issue of drawings will be designated as "Preliminary Drawings" good for preparation of preliminary estimates and obtaining AA/ES. The drawings should show all necessary details and special specifications necessary for preparation and incorporation into the preliminary estimates.

3. Working drawings:- The third stage of issue of drawings will be the issue of detailed "Working Drawings". These drawings have to be more or less complete, good for preparation of NIT and should show all details and specification including that of internal and external finishes, types of flooring, doors, windows, finishings, types of WCs, urinals etc. The drawings should be of such standard and should carry all such details so that necessity of an extra item does not arise, and supplemented by a descriptive note, if needed, giving all details of specifications, work control, future expansion needs etc.

4. Supply of details:- Before construction starts the architects will supply all necessary details for carrying out the construction. Special details, when needed, should be given during course of work.

5. STRUCTURE AND SERVICES

As far as adoption of the architectural drawings issued by the architects is concerned, the following points will be binding on the engineers;

- (1) Architect will assign all dimensions and finalize location of internal services, like toilets etc. However in special structures, he will send a set of pre-drawing to SE or CE to specify sizes of some structural members or see the structural system proposed. The structural system/sizes shall be seen by SE or CE and the architect informed about final system and sizes of the structure. There shall be no change afterwards. Even after this stage, if a need arises for change, the Architect shall be consulted and change made only with his concurrence. If any sizes of the structural members are not in accordance with those indicated in the architectural drawings and affect the architecture, this fact must be promptly brought to the notice of the architects and executed only on their approval.

(ii) As far as services - sewerage, water supply, gas, electric, telephone, etc. are concerned, their location must be got approved from the architects before execution, if they are not already shown in construction drawings.

(iii) The lay-out of water supply lines, sewerlines, SD drains, and position of manholes, gully chambers, gradients etc. will be marked on plan and sent to the Architect for incorporation in drawings.

1. Feasibility certificate shall be signed by JE, AE and finally by EE. The last page & drawing shall be signed by EE and all other pages by AE.

2. All Drawing shall be designated either as 'Outline drawings', 'Preliminary drawings' for A/E or 'Working drawings' for tenders & construction' and shall be signed at least by Sr. Architect. All subsequent revisions shall be mentioned in the drawing as Revision 1, Revision 2, Revision 3, etc. and brief description of revisions indicated under the signature of Sr. Architect with date as below:-

#### REVISIONS.

S.No.	Revision No.	Date	Brief Details	Signature of Sr. Arch.
1.	Revision No.1	xx/xx/xx	xx	Sd/-
2.	Revision No.2			

Chief architect should encourage officers at Sr. Arch. level inspect works in progress & indicate to SE & CE about gross violations of architectural concepts. Similarly whenever any tenders are called, a copy of notice of tenders shall be sent to the Addl. Chief Arch. and a copy of award letter also sent to ACA & CA immediately. In respect of all buildings/groups costing more than Rs. 1.0 crore, CE & CA should inspect together at least once in 6 months.

#### JOINT INSPECTIONS:

Joint inspections by the Project Architects and Project Engineers shall be done at the following stages;

(1) When the entire layout has been done, before starting of digging, The plinth levels will be determined and recorded at this stage in consultation with the architects. For this, one benchmark shall be established at site.



- (ii) Lintel level.
- (iii) Roof level for each block.
- (iv) At the time of flooring and internal and external finishes.
- (v) While carrying out the land-scape development.
- (vi) After completion of the project in all respects for issue of completion certificate by the project architects.
- (vii) As soon as the building reaches roof level, Arch. shall inspect & give final approval to external colour scheme/treatment.

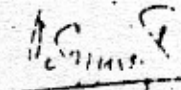
The above guidelines shall be followed by all engineers and architects in future.

*V.S. Murti*  
27/11/84  
( V.S. MURTI )  
Engineer Member, DDA.

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