

DELHI DEVELOPMENT AUTHORITY
ENGINEER MEMBER'S OFFICE

NO:EM(10)83/16239

dt. 17.9.90

STANDING INSTRUCTION NO: 301

The Delhi Schedule of Rates 1989 has been made applicable in DDA with effect from 1.7.1990 vide this office Circular No. 297 dt.23.7.90.

The following guide lines should be strictly followed for indicating the amount & technical sanction and also the amount to be put in the tender document.

1. The estimate shall be sanctioned for the cost on the bases of Schedule rates. Plus
2. Cost of items analysed on the market rates. Plus
3. Extra cost on account of difference of issue rates of the stipulated materials over the basic rates of DSR 1989.

The above amount should be technically sanctioned and shall be used in indicating the estimated cost put to tender in the tender documents.

Copy to:- The amount & technical sanction and also the amount to be

1. All Zonal Chief Engineers with 25 spare copies for circulation among all concerned.
2. C.E.(Q.C.) DDA with 10 spare copies for circulation.
3. C.E.(Elect.) DDA with 25 spare copies for circulation.
4. C.E.(Design) DDA with 5 spare copies for circulation.
5. G.M., I.S.B.T. with 5 spare copies for circulation.
6. Director (Hort.) North & South with 10 spare copies for circulation.
7. Director (Works) with 5 spare copies for circulation.

DELHI DEVELOPMENT AUTHORITY.
(EM's OFFICE)

NO. EM1(10)83/16306

DATED: 18.9.90

*STANDING INSTRUCTIONS No. 302 *

Sub: Tenders for supply of material-
Negotiation Procedure.

...

It has been observed that the tenders received for supply of material for Stores/Works were not being processed promptly. They are sent to WAB after a lapse of considerable time. The main reason for the delay was observed to be the time consumed in conducting negotiations with the lowest firms. The WAB has decided that all tenders meant for supply of material for DDA stores should be processed with utmost speed and sent to Secy. WAB preferably within a period of about two weeks from the date of receipt of tenders with information as per procedure and in prescribed format. The WAB also decided that no officer would enter into negotiations of any kind with any supplier/contractor without its prior approval henceforth.

2. If tenders are very urgent, the time of fifteen days shall be further reduced.

3. It was also decided that for the comparison of tendered rates with market rates, wherever necessary, the market rates must be assessed from the whole-salers/manufacturers and not from the retailers and if the whole-salers do not agree to supply material directly through authorised reputed dealers/stockists.

This issues with the concurrence of Engineer Member.

S.K. Bajaj
(S.K. Bajaj) 17/9/90
E.O. II to E.M./Secy. (WAB).

All Chief Engineers i/c
Chief Engineer(Elect.).
Chief Engineer(QC).
Chief Account Officer.

Copy forwarded to:

1. PS TO VC
2. PS to EM for the information of the latter.
3. PS to EM
4. Dir. (Works).
5. E.O. I, II & III.
6. File No. WAB.1(76)Pt. XIII.
7. Secy, WAB with 5 spare copies

S.K. Bajaj
E.O. II to E.M./Secy. (WAB).
DDA . 17/9/90

(4)

DELHI DEVELOPMENT AUTHORITY

NO: EM(40)83/ 16651

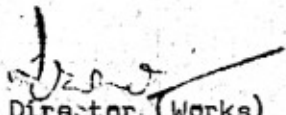
dt. 25.9.90

STANDING INSTRUCTION NO: 303

It has come to notice that the measurements recorded in the Measurement Books do not indicate the locations of flat No., Block No. etc. and the test-checks carried out, if any, have also no meaning as the checking of the measurements is not possible without the requisite details.

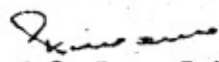
It is therefore, decided that block No. and flat No. (ad hoc) shall be marked on the layout plan before recording the first measurement & reference shall be given in the measurement book accordingly. The plan indicating flat No. etc. shall be issued by the E.E. under his own signatures. The practice will come into force with immediate effect.

This issues with concurrence of Engineer Member.


Director (Works)
D.D.A.

Copy to:-

1. All Zonal Chief Engineers with 25 spare copies and C.E. (Elect.) with 10 spare copies.
2. C.E.(Q.C.) with 10 spare copies.
3. C.E.(D & T) with 10 spare copies.
4. Director(Hort.) North & South with 10 spare copies.
5. G.M., I.S.B.T. with 3 spare copies.
6. All E.E.s (Elect.) for strict compliance.
7. All E.Os & A.Es of E.M.'s office.
8. C.V.O./DDA.
9. copy to guard file.


E.O.-I to E.M.
D.D.A.

EM1(10)83/17116

Dated: 5.10.90

STANDING INSTRUCTION NO. 304

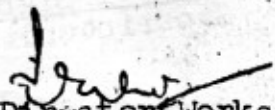
Para 3.22 of the Committee on Petition in the 10th Report of 8th Lok Sabha has recommended as below:-

3.22 : In the light of general complaints about lack of drinking water facilities and other civic amenities in different colonies developed by DDA, the Committee feel that it may be stipulated in the DDA rules/regulations that possession of a DDA flat will not be handed over to the buyer unless the particular locality has been provided with drinking water facility and other essential civic amenities. Similarly a stipulation can be made that before a built up house is allowed to be occupied for residential purposes, DDA will ensure that water connection is installed.

It is therefore, enjoined upon all concerned officers/officials to ensure implementation of the above recommendations of the Committee.

All the concerned officers/official of the Engineering Deptt. are accordingly required to issue a check-list (as per performa enclosed) of all points indicating the completion/expected date of completion of all essential services. Such check-list shall be sent by the concerned Engineering Officers alongwith the costing details/ figures so that Commissioner(H) is aware of the expected date when the scheme would be ready in all respects.

This issues with the approval of E.M./DDA.


Director (Works)

D. D. A.

Copy to:

1. All Zonal Chief Engineers with 25 spare copies for circulation among all concerned.
2. Commissioner(Housing) with 5 spare copies for circulation.
3. Chief Engineer(Elect.), DDA with 10 spare copies for circulation.

CHECK LIST

Office of the Ex. Engineer
Construction/Housing
Div. No. _____

1. Name of the scheme :
2. No. of flats :
3. Block No. :
4. Pocket No. :
5. Locality :
6. Date of completion :
7. Completion/Expected date :
of availability of
water supply
(to be made available
by the DWS & SDU)
OR
Alternative arrangement,
if any.
8. Completion/Expected date :
of availability of
Electricity
(to be made available
by the DESU).
9. Whether sewerage work :
is completed and if so,
date.
OR
Alternative arrangement,
if any.
10. Is a motorable road :
connection available?
11. Is shopping facility :
within $\frac{1}{2}$ Km.?

Date:

Counter Signature
Superintending Engineer

Signature

Ex. Engineer
Housing/
Construction
Div. No.

9
.. / 2 / ..

It is, therefore, enjoined upon all the officers that Clause-2 should be taken very seriously and the works, specially residential buildings got completed in all respects up to the last coat of white washing, take the properties under their possession & watch & ward and close the contract as quickly as possible. In case all the occupants are not expected to come, then they can close the contract in such a manner taking the fittings etc. if need be and prepare a few deduction item statements for incomplete items. However, such items will be of a very small magnitude and there should be no difficulty. These instructions should be followed strictly hereafter and procrastination of contractors not allowed on one pretext or the other.

[Signature]
1/10/90
Engineer Member
D.D.A.

Copy to:-

1. All Zonal Chief Engineers with 25 spare copies for circulation among all concerned.
2. C.E.(Q.C.) DDA with 10 spare copies for circulation.
3. C.E.(Design) with 5 spare copies for circulation.
4. C.E.(Electrical) DDA with 10 spare copies for circulation.
5. G.M., I.S.B.T. with 3 spare copies for circulation.
6. All E.Os & A.Es, E.M.'s office.

[Signature]
E.O.-I to E.M.
D.D.A.

J

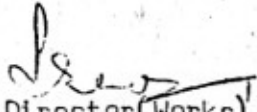
STANDING INSTRUCTION NO:306

The instructions were issued vide this office circular No.269 issued under reference No.EM(10)83/20544 dt.28.11.89 that atleast 25% of the tests of the materials be got done by the Executive Engineers in the outside govt. laboratories like Quality Control Laboratories of DDA CPWD laboratories, National Test House, NPL etc. in addition of getting the materials tested in the laboratories set up by the Zones.

It has been brought to the notice of the undersigned that these instructions are not strictly being followed by the field units/offices.

It has been further noticed that the samples of fine aggregates like course sand etc. are very rarely sent by the field units to the above laboratories for testing. As per the above requirements 25% of such samples must be got tested by the field units from the laboratories other than field/Zonal laboratories.

It is once again emphasised that the above instructions must be followed very strictly failing which action shall be taken against the defaulting officers/officials.


Director (Works) 17.10
D.D.A.

Copy to:-

1. All Zonal Chief Engineers with 15 spare copies for circulation among all concerned.
2. C.E.(QC) DDA with 10 spare copies for circulation.
3. C.E.(Elect.) DDA with 25 spare copies for circulation.
4. C.E.(Design) DDA with 5 spare copies for circulation.
5. G.M. I.S.B.T. with 5 spare copies for circulation.
6. Director (Hort.) North & South with 10 spare copies for circulation.

DELHI DEVELOPMENT AUTHORITY
ENGINEER MEMBER'S OFFICE

NO: EM1(10) 83/17567

dt. 17.10.90

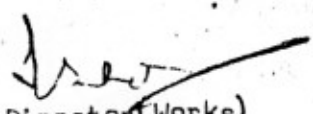
STANDING INSTRUCTIONS NO: 307

It has been reported by C.E.(QC) Cell that in a few cases Executive Engineers did not adhere to the inspection schedule and on several occasions, records were not made available to the Q.C. Cell in time.

This not only leads to inconvenience to the inspecting officers but also results in avoidable waste of time.


All Executive Engineers are therefore, directed to ensure that the records are made available immediately whenever required by C.E.(QC)/Q.C. Cell. They should also adhere to the programmes and ensure that they present themselves at the appointed place in time and if due to some very unavoidable reasons it is not possible to keep the appointment, C.E./S.E./E.E. of Q.C. Cell should be informed well in advance. Executive Engineers should also Co-operate with Q.C. Cell and render necessary assistance for examination of records and site inspection.

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


Director (Works)
D.D.A.

Copy to:-

1. All Zonal Chief Engineers with 15 spare copies for circulation among all concerned.
2. C.E.(QC) DDA with 10 spare copies for circulation.
3. C.E.(Elect.) DDA with 25 spare copies for circulation
4. C.E.(Design) DDA with 5 spare copies for circulation.
5. G.M. I.S.B.T. with 5 spare copies for circulation.
6. Director(Hort.) North & South with 10 spare copies.


E.O.-I to E.M.
D.D.A.

NO: EM1(10)83/1829/

dt. 31.10.95

STANDING INSTRUCTION NO: 338IMPORTANT ASPECTS:

It has been observed that the following important aspects of the projects/contracts are not fully realised for their proper implementation for obtaining desired results. Those shall strictly be followed by all the Engineers concerned:-

1. C.P.W.D. specifications is contract oriented. The items mentioned in the specifications are to be observed in the contract. The measurement of stacks of materials on roads, as stipulated, if not done, would mean a contract violation.
2. The Engineers at site have to follow properly prepared drawings. No road work should be carried out without an appropriate longitudinal section and also a principal decision whether the subgrade is prepared after preparing a box cut or being prepared on the consolidated earth surface. It has been observed at some places that the Engineers do not know what is to be followed. In fact, at quite a few places properly approved longitudinal section of the road in progress have not even been seen. It is also necessary to know in which portion of the road cross section is the road being constructed at that time.
3. In Dwarka, a pattern of ducting with the essential services is required to be followed which should be taken up with the D.E.S.U. and C.E.(Elect.) should be informed.
4. Plinth levels of important buildings are to be fixed carefully. Plinth levels of all buildings for which technical

308B

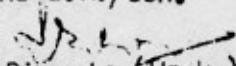
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sanctions are given by S.Es and above, shall be fixed in consultations with C.E. Plinth levels for all the buildings technically sanctioned by the E.Es will have to be fixed by the E.E. himself. No A.E. shall be allowed or permitted to proceed with excavation without knowing the plinth level of the building and the level at which foundation is to be laid. The Executive Engineer will give the recorded instructions to the field formations about the levels and plinth to be fixed.

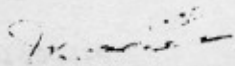
5. All structural and Engineering working drawings prepared to scale shall be signed by a competent officer technically sanctioning the work.

This issues with the concurrence of the E.M./DDA.


Director (Works)
D.D.A.

Copy to:-

1. All C.Es/C.E. (Elect.) DDA.
2. All S.Es i/c SSW's with 30 spare copies for circulation among E.Es/S.Ws/A.Es/A.S.Ws.
3. Chief Architects.


E.O.-I to E.M.
D.D.A.

J

DELHI DEVELOPMENT AUTHORITY
ENGINEER MEMBER'S OFFICE

NO: EM1(10)83/ 18272

dt. 31.10.90

STANDING INSTRUCTION No. 309

The Chief Technical Examiner during inspection of one of the works of DDA has observed that antitermite treatment was done only under floors. It was stated by the field Engineers to Chief Technical Examiner that the treatment was done as per the C.E.'s circular No.13(6)71-HDI/4370 dt.20.12.72. This is a very old circular and at the time it was issued CPWD specifications and relevant ISI codes for antitermite treatment were not framed. As now the CPWD specification 1977 Vol.I para 2.20.2 specify comprehensively, the various areas where the antitermite treatment should be done, the old circular dated 20.12.72 be treated as withdrawn and the CPWD specifications 1977 Vol.I be followed strictly.

The above instructions should meticulously be followed by all Engineers concerned.

K. S. S.
21.10.90
ENGINEER MEMBER
D.D.A.

Copy to:-

1. All Zonal Chief Engineer with 25 spare copies for circulation.
2. C.E.(Q.C.) with 10 spare copies for circulation.
3. G.M. I.S.B.T. with 4 spare copies.
4. Director (Hort.) North & South with 10 spare copies.
5. All E.Os & S.Es E.M.'s office.

E.O.-I to E.M.
D.D.A.

DELHI DEVELOPMENT AUTHORITY

NO. *EMC 39/90/DC/18994-99* dt. 14-11-90

To,

All the Chief Engineers
D.D.A.

Sub: Quality of coarse sand

E.M. has desired that the following instructions shall be brought to the notice of all concerned for quality of coarse sand.

1. Washing is required to bring silt content within permissible limits.
2. If washed sand does not have proper grading, the deficiency therein has to be made good by mixing fine sand in suitable quantity.

All concerned may kindly be advised to ensure strict compliance of above instructions.

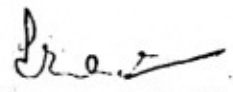
Dr. Tyagi
Director (Works)
D.D.A.

STANDING INSTRUCTION NO.310Sub: OPERATION OF CLAUSE 10-CC OF PWD-7 & 8 --- CLARIFICATION.

Some doubts have been raised regarding operation of clause-10-CC in the event of levy of compensation under clause 2 of the contract(PWD-7 & 8). It is being interpreted that in the event of levy of compensation, the contractor shall not be compensated at all for the component of the works carried out beyond the date of imposition of levy under clause 2. It is not a correct interpretation of the clause. The provision clearly specifies that such compensation for increase in prices of material and labour shall vary the amount of the contract. This escalation shall be payable as per the details given in the clause 10-CC. The compensation is payable on the quarterly average basis which amounts to variation in the contract which continues during the stipulated period of the contract including such periods for which the contract is validly extended under the provision of clause 5 of the contract without any action under clause 2. In case of action under clause 2, further enhancement in amount is not allowed. The enhancement already allowed continues for the work executed beyond that date.

To make it further clear let us assume that the base index at the time of receipt of tenders say 01.01.85 was 100. The contract was validly extended under clause 5 without levy of compensation upto 01.01.88, when compensation was levied under clause 2 of the contract. The work actually completed on 31.03.88. On 01.01.88, the cost index raised to 180 which further rose to 190 by 31.03.88. The intension of the clause is not to give benefit to the contractor for the rise from 180 to 190 but not to deprive him of the rise from 100 to 180. Beyond 01.01.88 till 31.03.88, the payment of the compensation to the contractor shall be restricted to that corresponding to the index of 180 and shall not be paid for further rise beyond that. The question of paying him only to the level of 100 beyond 01.01.88 simply does not arise.

This issues with the approval of Engineer Member.


(K.K. Muroja)
Director(Works)

Copy to:-

1. All Zonal CEs with 15 spare copies for circulation among all concerned.
2. C.E.(QC) DDA with 10 spare copies for circulation.
3. CE(Elect.)DDA with 25 spare copies for circulation.
4. C.E.(Design)DDA with 5 spare copies for circulation.
5. G.M., ISBT with 5 spare copies for circulation.
6. Director(Hort.)North & South with 10 spare copies for circulation.

E.O.-I to E.M.

NO: EM(70)83/ 20903/

dt.: 21.12.90

STANDING INSTRUCTION No. 311

It has been pointed out by C.T.E. that in a number of cases, the part rates with-hold in case of incomplete items executed by the contractors are insufficient for completion of those items. Incidentally it amounts to unauthorised financial aid to the contractor and can at times lead to financial loss to DDA when works might be abandoned by the contractor halfway or the contracts may have to be rescinded due to slow progress, etc.

It is enjoined upon all field officers that they should be very careful in releasing the part rates for incomplete items of work & should ensure that the amount with held is commensurate with the requirement to get work completed i.e. considering the then prevailing market rates of materials, labour, etc. Any violation of these instructions will be viewed seriously.

W.D. Dandage
(W.D. DANDAGE)
Engineer Member
D.D.A.

Copy to:-

1. All Zonal Chief Engineers with 15 spare copies for circulation among all concerned.
2. C.E.(QC) DDA with 10 spare copies for circulation.
3. C.E.(Elect.) DDA with 25 spare copies for circulation.
4. C.E.(Design) DDA with 5 spare copies for circulation.
5. G.M., I.S.B.T. with 5 spare copies for circulation.
6. Director(Hort.) North & South with 10 spare copies for circulation.

E.D.I to E.M.
D.D.A.

J

Should it be part rate or
provisional rate

E.P. Dandage
21/12/90
P.P.

NO: EM1(10)83/195

Dt: 4.1.91

STANDING INSTRUCTION NO.312Sub: Operation of Clause 10CC of PWD 7 & 8 - Clarification regarding.

Various practices were reported, to be in vogue regarding reimbursement to the contractors under clause 10CC of Contract Forms PWD 7 & 8. Vide Standing Instruction No.310 issued vide No.EM1(10)83/20457 dated 13.12.90, certain clarifications were issued. On reconsideration of the whole matter in consultation with the C.L.A., it has been decided that in case compensation is levied under clause 2 of the contract for the unjustified period of delay in execution of the work, no compensation under clause 10CC is to be paid at all. This can be explained with reference to the same illustration given in the above Standing Order in as much as beyond 1.1.88, the payments for the work done will be made only at the level of contract rates that means at the level corresponding to the base index of 100 and not repeat not at the level of 180. The above Standing Instruction No.310 may be treated as modified to that extent.

The receipt of this clarification be acknowledged.

All payments made so far under clause 10CC may be reviewed immediately so that any inaccuracies may be set right before the next running bills/final bills are paid to the contractors.

(W.D. Dandage)
Engineer Member

1. All zonal C.Es (Civil) with 15 spare copies for circulation to all concerned.
2. C.E.(QC) with 10 spare copies.
3. C.E.(Elect.) with 25 spare copies.
4. C.E.(Designs) with 5 spare copies.
5. Directors(Hort.)-North & South each with 10 spare copies.

DELHI DEVELOPMENT AUTHORITY

No. EM 1(10)83/ 1985

Dt., the 6th February, 1991.

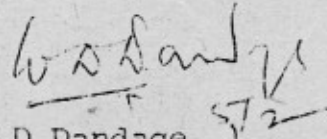
STANDING INSTRUCTION NO. 313

Sub: Expediting of arbitration cases.

It has been brought to my notice that not only that there are inordinate delays in furnishing of counter statement of facts to the arbitrators, but also unnecessary requests ^{are made} for postponement of dates for hearing. This is highly undesirable. In future adjournment should be requested from the arbitrator by the EE without obtaining the specific written prior approval of the CE.

CEs are requested to ensure strict compliance of these orders and see that the permission to seek postponement is given in exceptional cases. Before giving such exemptions, the possibility of allowing the hearing to continue by deputing other officers may also be seen particularly in cases where less of talking is required and more of listening and jotting down the points.

The contents of this circular be brought to the notice of all SEs and EEs immediately.


(W.D. Dandage)
Engineer Member

All CEs i/c CE(Elect)

with 20 copies of circular for circulation amongst the SEs/EEs.

19

DELHI DEVELOPMENT AUTHORITY

No.EM(10)83/ 2096

Dated: 8.2.91

STANDING INSTRUCTION NO.314

It is hereby ordered that the condition regarding rebates for running & final payments, sanction of rates for extra items/substituted items and for release of security deposit incorporated in percentage rate and item rate tender forms viz. PWD-7 and PWD-8, as also condition No.13(A) printed on form PWD-6(the NIT) be deleted from all future NITs.

W.D. Dandage
(W.D. DANDAGE)
ENGINEER MEMBER

All CEs i/c CE(D&T), Elect., QC

Copy to:

1. E.M. } With reference to concurrence of Finance dt.25.1.91
2. C.A.O. }
3. All S.Es i/c S.Es(Plg.) for information & necessary action.
4. All E.Es.

S. D. Dandage
E.O.I to E.M.
D.D.A.

(20)

DELHI DEVELOPMENT AUTHORITY.
ENGINEER MEMBER'S OFFICE.

NO. EM.1(10)83/
2097

DATED: 3.2.91

STANDING INSTRUCTION NO. 315

CTE has observed that inspite of the availability of CI pipes class - LA in the Central Stores the same had not been stipulated in the contracts of Water Supply distribution system. The pipes procured by the contractor from the open market did not conform to IS specifications in the particular case. It is , therefore, enjoined upon all the Engineers of DDA to ensure stipulation of all items handed by Central Stores in future NITs.

The list of items could be obtained from SE(Stores) from time to time.

(W. D. Dandage)
Engineer Member.

All Chief Engineers i/c Civil & Elect.

All Suptlg. Engineers i/c Civil & Elect.

All Executive Engineers i/c Civil & Elect.

No. EM1(10)83/2756

Dt., the 20 Feb., 1991.

STANDING INSTRUCTIONS NO. 316

It has been observed that a number of employees of DDA frequently approach non officials with a view to get themselves posted with a view to get themselves posted to a particular place of their choice. Vide Regulation 11 of Delhi Development Authority (Salaries, Allowances & Conditions of Service) Regulations 1961, the provisions of the Central Civil Services (Conduct) Rules 1955, as amended by the Central Government from time to time apply mutatis mutandis to the services and posts under the Authority. Rule 20 of the said Conduct Rules reads as under:-

"20. Convassing of non-official or other outside influence:

No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government"

While there is no objection to any employee approaching the competent authority for redressal of his personal grievance, if any, but this has to be after ensuring proper decorum and discipline in the Organisation. The written requests should be ~~mounted~~ through proper channel and should lay down the precise problem being faced by the individual and giving adequate reason for his request, duly supported by adequate evidence.

Though the administration will generally try to accommodate as many requests as possible, all the same it should be clearly borne in mind that while acceding to such requests, the interests of administration and the guidelines laid down for dealing with such requests have to be kept in view and cannot be simply ignored.

Though senior officers hold 'staff hearings' regularly, this does not mean that any official without sending his request representation through proper channel and without exhausting his avenues of getting justice from lower levels approaches the senior officers by resorting to jumping techniques. This shown his disregard for his immediate superior and occasionally may reflect his lack of faith in them for giving justice to him.

It is also one of the duties of supervisory officers to ensure that the grievances of their subordinates are dealt with promptly and decisions on the requests are taken expeditiously and conveyed to them.

All concerned may be informed that approaching non officials for furthering their own interests is against the conduct and it is likely that if such cases come to the notice, th

matter is likely to be reflected in the Character Rolls (confidential reports) of the employees who resort to this type of unhealthy practice, which is against the conduct rules. In this connection, a copy of Govt. of India decision No. 4 below Conduct Rule 20 which is self explanatory, is enclosed herewith.

Receipt of this communication be acknowledged and arrangements made to bring the contents of this communication to the notice of all concerned.

Encl: One.

(W.D. Dandage)
Engineer Member
11/11/1991

DISTRIBUTION:

All Chief Engineers/SEs Civil & Elect i/c CE(LC)(D&T),
Directors(Hort) N & S.

Commissioner(Lands)
Commissioner(Housing)
Director(Building)
CVO
PP(Rohini)

For bringing the contents of this communication to all Engineers working with them.

DELHI DEVELOPMENT AUTHORITY
(NAZAPAT BRANCH)

No.F.8(15)/82-NB/Pt-II /258-286

Dated: 13.6.1991

C I R C U L A R

SM/34
13-6
In continuation of the circular of even number dated 4.5.90, F.M., DDA has been pleased to extend the period of carrying out the repairing of the D.D.A. vehicles from the following work-shops upto 31.8.91 :-

1. M/S Kashyap Automobiles,
2, Ring Road, I.P.Estate,
Near Vikas Minar, New Delhi
2. M/S Ashfaq Motors,
A-98-99, S.P.Mukharji Market,
New Rohtak Road,
New Delhi-5
3. M/S Pran Motors,
62-B and 61/1-2, Church Road,
Jung Pura, Bhogal,
New Delhi.
4. M/S Santok Motors,
18, Mohan Singh Market,
I.N.A., Market, New Delhi-23
5. M/S Delhi Tourist Transport Service Station,
Brig. Hoshiar Singh Road,
Opp. Laxmi Bai Nagar, New Delhi-23.

It is, therefore, requested that : all official vehicles may please be got repaired from the aforesaid approved work-shops only.

(Suman Verma)
DIRECTOR (NAZ.)

Copy forwarded for information and necessary action to:-

1. P.S. to V.C. for information of the later.
2. Finance Member
3. Engineer Member
4. O.S.D. to V.C.
5. Commissioner (Personnel)
6. Commissioner (Housing)
7. Commissioner (Lands)
8. Commissioner (Co-ordination)
9. Chief Vigilance Officer
10. Chief Accounts Officer
11. Chief Legal Advisor
12. Chief Engineer (Q.C)
13. Chief Engineer (North Zone)
14. Chief Engineer (West Zone)
15. Chief Engineer (East Zone)
16. Chief Engineer (South East Zone)

17. Chief Engineer (South West Zone)
18. Chief Engineer (Rohini)
19. Chief Engineer (Electrical)
20. Chief Engineer (Fly Ash and Brick Plant)
21. Chief Engineer (Design and Training)
22. Director (DC&P)
23. Director (SPR)
24. Director (PP and Bldg.)
25. Commissioner (Planning)
26. F.A.(H)/G.M.I.S.B.T.
27. Commissioner (Dwarka)
28. Director (Hort.) North
29. Director (Hort.) South
30. Director (Nazarat)
31. A.E.(Automobile)

EM1(10)83/2892 dt - 22/2/91

DELHI DEVELOPMENT AUTHORITY

E.M. SECT II

"Standing Instruction No-317"

Subject: Washing of coarse sand.

...

The Chief Engineer (CC) has brought out (through a number of inspections) the fact that the Badarpur sand being brought to ^{our project} the site is having silt content much higher than ^{that} laid down in the specifications. It appears that on account of closure of Bhatli mines, the supply of Badarpur sand has reduced and all the more sand with ^{permissible} silt content is available with very great difficulty. In case sand from other sources having silt content within permissible limit is not brought, the only alternative left is to wash the Badarpur sand so as to bring the silt content within the acceptable limit. For this purpose, the Chief Engineers must ensure that at every approach site adequate number of wash ^{ing} arrangements are made and proper washing of sand and maintenance of record of silt content before & after washing of sand is maintained so as to enable not only the site staff but also the supervisory officers to satisfy themselves that the sand ultimately incorporated in the work is according to the specifications. In case the proper and adequate arrangements for washing of sand are not made we may not issue cement to the contractors till ^{such} the arrangements are made. All Chief Engineers and Suptdg. Engineers are requested to ensure the compliance of these instructions by all concerned.

5 spare copies of this letter are sent herewith for onward transmission: for information.

W.D. Dandage
22/2/91

(W.D. Dandage)
Engineer Member.

Chief Engineer

All Civil Engineers
in the field.

Copy to CE (CC) for info.

Pl. See that this is neither repetition nor contradiction
to any circular already issued on the subject

No. EN. 1(10)83/2909

DATED: 25.2.91

STANDING INSTRUCTION NO. 310

को. निबंधन कक्षा (पंचम)

सदस्यता सं०... 2, 4, 5

दि. 7-3-91

Sub: Default in Nominations for the compulsory courses like "Contract & Arbitration" from 4th to 8th Feb. '91.

It has been reported by the CE(Trg.), to Engineer Member that against the required notimations of 26 Officers, only 16 officers were nominated, out of which only 12 officers actually attended that above cited course.

As lot of time, energy and funds are invested in arranging such training programmes and in case such opportunity are not properly availed of, it is a direct loss of valuable resources of DDA. Engineer Member, DDA has, therefore, desired that suitable entries shall be made in the CRs of officers who were to relieve the officers nominated for the course.

All concerned may please note for strict compliance.

(R. G. Bhatnagar)
Director(Works).

Copy to:-

1. All Chief Engineers i/c CE(Elect.), CE(QC), CE(D&T) & Dir.(Hort.)-North & South, DDA.
2. All SEs i/c SE(Vig.), DDA.
3. All E.Es, DDA.

Director(Works). 17.1.91

73(62).CEP2C/DJA/543-49

7-3-91

Copy to SE/ce/and all DE-Engl/ce/DDA

DELHI DEVELOPMENT AUTHORITY.
(EM's OFFICE)

No. EM1(10)83/4446.

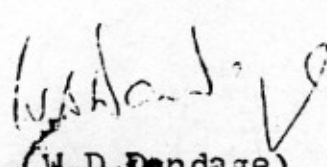
ye.

DATED: 21.3.91.

STANDING INSTRUCTION NO. 319.

Sub: Amendment of clause 10 in form
PWD-7 & 8 regarding collection of
empty cement bags.

It has been observed that cement factories have already disbanned the process of collection of empty cement bags through collecting agents because ISI has imposed ban on refilling of empty cement bags by the cement factories. It is, therefore, decided that necessary amendments in contract forms PWD 7 & 8 etc. may be made so as to delete the condition of collection of empty cement bags by bag collecting agencies.


(W.D. Dandage)
Engineer Member.

Copy to all CEs/SEs/EEs(field/Planning).

(26)

DELHI DEVELOPMENT AUTHORITY.
(EM's OFFICE)

No. EM. 1(10)83/4447

DATED: 21.3.91.

STANDING INSTRUCTION NO. 320.

Sub: Avoidance of repeat/contractictory conditions in the NIT.

It has been observed that at Para 3.10 in the

NITs under "Specifications & Conditions" the method of fixing of hinges to door frames has been provided. Again "Additional Condition" No. 4 gave the method of fixing flat iron behind the frame to receive screws extending from the frame. These methods lead to contradiction because hinges are only required to be welded with angle iron frames. As such, while incorporating any additional conditions/specification in tender papers, care must be taken to see that there is nothing contradictory or vague with reference to provision, if any, already made in the NIT elsewhere.

etc.

All C.Es must ensure compliance of these instructions while approving the NITs in future.

(W.D. Dandage)
Engineer Member.

W.D.

Copy to All Chief Engineers for strict compliance.

/ in some
contracts

DELHI DEVELOPMENT AUTHORITY.
(EM'S OFFICE)

DATED: 21.3.91

No. EM. 1(10)83/4448

STANDING INSTRUCTION NO. 321

Sub: Change in Drgs. to be avoided after award of work.

It has been observed that deviations carried out during the execution of the works are got approved from the competent authority only at the time of preparation of final bill. In this regard, it is enjoined upon all CEs/SEs/EEs including planning units not to resort to changes in original drawings except in unavoidable circumstances. Whenever the basic drawings are changed after entering into a contract, the accepting authority should supply correct schedule of quantities to AEs/EEs/SEs etc. for keeping a close watch on the execution of the work on the basis of the changed drawings.

All CEs/SEs/EEs must exercise detailed checks particularly, when the drawings are changed in order to avoid audit objections and financial implications at a later stage.

(W.D. Dandage)
Engineer Member.

Copy to All CEs/SEs/EEs(field/Planning).

(28)

DELHI DEVELOPMENT AUTHORITY.
(EM's Office).

No. EM. 1(10)83/4640

DATED: 25.3.91.

STANDING INSTRUCTIONS NO. 323.

of

Sub: Segregation of Quantities/lean concrete under
floors & under walls

It has been observed that in some of the contracts, quantities of lean concrete (1:5:10)-(1 cement:5 fine sand: 10 graded stone aggregate 40mm nominal size) required to be laid under floors had been clubbed with the lean concrete (1:5:10- 1 cement: 5 coarse sand: 10 graded stone aggregate 40mm nominal size) required to be laid under walls and retaining walls etc. This resulted in increase in cost of the Dwelling Units.

All Chief Engineers/Superintending Engineers/ Executive Engineers(Field/Planning) are directed to ensure that such mix up is avoided.

(W.D. Dandage)
Engineer Member.

11/01/91
27/3/91

Copy to:

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

(291)
DELHI DEVELOPMENT AUTHORITY.
(EM's OFFICE)

NO. EM. 1(10)83/ 4641

DATED: 25/3/91

STANDING INSTRUCTIONS No. 324

Sub: Preservation of publicity documents/
News paper cuttings.

...

It has been observed by the CTE that press notifications got published in the newspapers for inviting tenders are not being preserved by the EEs in the Divisional Offices and are not produced before the Technical Audit or any other internal inspections which creates doubt in the minds of the inspecting authorities about proper publicity. It is, therefore, enjoined upon all Executive Engineers/ Divisional Accountants to ensure that copies of such press tender notices published in various newspapers are preserved in the main file of the concerned works for production during inspections etc.

(W. D. Dandage)
Engineer Member.

Copy to:-

All CEs/SEs/EEs of DDA.

W
24/3/91

(730)

DELHI DEVELOPMENT AUTHORITY
(EM's Office)

No.EM.1(10)/83/5 116

5th April, 1991

STANDING INSTRUCTION No.325

Sub: Laying of mud phaska by triangulation, welding of MS grills in full length.

...

1. It has been observed by the CTE that quantity of mud phaska provided on roof terraces is not being calculated correctly. The measurements for arriving at the average thickness of mud phaska layer after excluding 25mm thick mud and bhoosa plaster are not being recorded correctly. Ridges and valleys are required to be created on the roof terraces taking into account the area to be drained thro' a particular drainage outlet. The measurements of each area formed between adjacent ridges/valleys should be recorded separately & average depth of mud phaska should be computed after considering the volume of mud phaska in each such catchment. All field engineers must ensure recording of measurements accordingly. The terrace plan should be got approved from the EE, showing the levels of the terrace at all the salient points along all ridges & valleys before work of terracing is allowed to proceed.

2. CTE has further observed that in some of the works MS grills which are welded on to the standard steel windows or other steel MS window frames are held to the frames by providing simple tack welding which are not safe as the same are easily detachable by a slight hammering. Some of the SEs have taken a stand that CPWD Specifications do not specify the type of welding to be provided for fixing MS grills to steel frames. In order to avoid any adverse criticism, in this regard, all engineers are directed to introduce a special condition in NITs for welding along full length of contact of MS grills with MS frames of windows/doors under "Particular Specifications" in respect of all future works in DDA.

W.D. Dandage

(W.D. Dandage)
Engineer Member, DDA
5.4.1991

Copy to:-

1. All CEs, SEs & EEs of DDA.

DELHI DEVELOPMENT AUTHORITY.
(EM'S OFFICE)

NO. EM. 1(10)83/519935204

DATED: 9. 4. 91

STANDING INSTRUCTION NO. 326.

Sub: Use of proper Contract Forms in
DDA Works.

....
It has been observed by the C.T.E. that correct
Contract Forms are not being adopted by us as per paras
2 & 3, Section 15, Chapter-III of CPWD Manual Vol. II.

All concerned should ensure use of proper
Contract Forms while approving tender documents.

(Signature)
(W.D.Dandage)
Engineer Member.

Copy to:-

1. All Chief Engineers(C)/(Elect.)
2. All Suptdg. Engineers(C)/(Elect.)
3. All Ex. Engineers(C)/(Elect.).
4. Director(Hort.)-North & South.
5. Dy. Directors(Hort.).

DELHI DEVELOPMENT AUTHORITY

No. EM1(10)83/6041

Dt., the 30th April, 1991

CIRCULAR/Issuing Instruction No 327

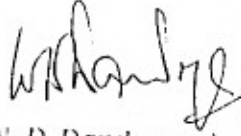
Sub: Management of old records.

Whenever any pending cases pertaining to CTE or CVO or Quality Control Cell are being discussed, one of the excuses put forth is non availability of records, particularly the old ones. It is quite likely that the old records of these units which were closed are renamed or shifted elsewhere, were not properly handed over/taken over and simply bundled up in gunny bags. It is quite likely that there was no proper handing over/taking over of such records and also subsequent proper up keep. It is, therefore, necessary to set apart record rooms of appropriate sizes with proper arrangements for keeping the old records in a systematic manner in the form of shelves, racks etc. All the records so bundled up and those not required for day to day use and lying with the various dealing hands and officers should be sent to such record rooms, sorted out subdivision/Division/Circle/Zone/areawise, subjectwise as the case may be, and properly kept in a chronological order in the record rooms. Appropriate indicator slips should be pasted on the various shelves so that a glance of such slips will indicate what the particular pile of files or other records can be located near the slip. A proper list of all such records maintained in the record room should be made out in adequate number of copies and a copy of this list invariably be maintained not only with the record keeper but also with head of the office, head of the section and also other senior officers in the particular office.

Weeding of old records should also be taken up simultaneously following the guidelines already available on the subject and a proper record of the weeding out operations taken up and the actual files/registers weeded out on different days duly authenticated by the officer ordering the weeding out by the officer actually carrying out the weeding operation-should be clearly entered in a register maintained for the purpose.

Whenever any old record is called for, it should be possible, with the help of these two types of records, to indicate whether the particular record has been weeded out or not and also whether it is available in the record room.

In addition, it is also necessary to ensure in future that whenever any records are transferred from one office to another due to closure of office, change of charge, amalgamation of office etc., proper handing over and taking over is effected and adequate number of lists duly signed by persons handing over/taking over all such records should be made out and one copy should be retained by the person handing over, another copy by the person taking over, one copy maintained by the head of the office to whom the records are transferred and one copy maintained by the head of the office from which the records are transferred unless such office is wound up.


(W.D. Dandage)
Engineer Member

All Chief Engineers

All Superintending Engineers

All Executive Engineers