

DELHI DEVELOPMENT AUTHORITY

No. EM1(10)83/6041

DI., the 30th April, 1991

CIRCULAR/Managing 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 or not.

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

NO: EM1(10)83/1829/

dt. 31.10.92

STANDING INSTRUCTION NO: 338

IMPORTANT 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. These 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 subject base 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
4. Plinth levels of important buildings are to be fixed carefully. Plinth levels of all buildings for which technical

sanctions are given by S.Es and above, shall be fixed in consultations with S.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.

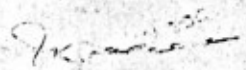
5. All structural and Engineering working drawings prepared to scale shall be signed by a competent officer technically sanctioning the work.

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.

DELHI DEVELOPMENT AUTHORITY,
(EM's Secretariat)

NO: EM.1(10)/83/ 6840

May 10, 1991.

*STANDING INSTRUCTION No. 329 *

Sub: Mode of recovery of Security Deposit from
contractor's bills.

...

It has been observed by CTE that some of the
EEs are recovering the amount of security deposit from
running bills of the contractors on the basis of estimated
cost of the work executed whereas others are recovering
on the basis of value of work done though overall
recovery of security deposit under the contract has been
provided in the contract.

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

Copy to:-

1. All Chief Engineer of DDA.
2. All Suptdg. Engineer of DDA.
3. All EEs for bringing to the notice of Divl.
Accountants. Clause 1 of form CPWD 7 & 8
clearly lays down that whenever the Security
Deposit is to be partly realised by way of
deductions through R.A. Bill it has to be certain
percentage (usually 7.5) of the amount of each
running bill. Hence the question of basing recovery
made through R.A. Bills on the estimated cost of
work done does not arise. All EEs & Divl.
Accountants may please note carefully.
4. CAO for bringing to the notice of all CAUs.
5. CTEs (2 copies).

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

DELHI DEVELOPMENT AUTHORITY.
(EM's OFFICE)

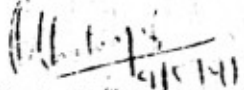
No. EM.2(46)89/Arbn./ 7058

DATED: 29.5.91

OFFICE ORDER

In the order issued vide No. EM.2(46)89/Arbn./ 4193 dated 19.3.91 regarding deletion of the arbitration clause w.e.f. 21.3.91 for "One year," substitute " two years".

This issues with the approval of Engineer Member.

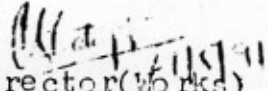

(R.G. Bhatnagar)
Director (Works).

Copy to :-

to

1. All Engineers down the level of EEs, DDA.
2. Directors (Hort.), Dy. Directors (Hort.), DDA.

3. C. L. A. for information.


Director (Works)
DDA.

(35)

DELHI DEVELOPMENT AUTHORITY
(EM'S OFFICE)

No.EM.1(10)83/7151.

30th May, 1984

STANDING INSTRUCTIONS NO.330

SUB : UNIFORM BOOSTING CHARGES.

In order to have a uniformity in levy of boosting charges in respect of water supply to the allottees, it has been decided to recover uniform charges @ Rs.1.25 per kilolitre for installations provided by DDA all over Delhi. These charges will be continued to be levied till such time the services and the connection are taken over either by MCD or Residents' Welfare Associations. These rates will be reviewed by the Chief Engineer(Elect.) periodically (say every six months). These uniform rates will be made applicable with immediate effect.

This issues with the approval of EM/FM

[Signature]
(R.G.BHATNAGAR)
DIRECTOR (WORKS)
D.D.A.

ALL ZONAL CHIEF ENGINEERS (CIVIL & ELECT.).....with 70 spare copies each for further distribution to all concerned.

Copy to:-

- | | | |
|-----|---|-------------------|
| 1. | Commissioner (Housing) | |
| 2. | Commissioner (Dwarka) | |
| 3. | Chief Accounts Officer | |
| 4. | Financial Advisor (Housing) | |
| 5. | Director (Land Costing) | |
| 6. | PS to VC | I for information |
| 7. | PS to FM | * of the letter |
| 8. | PS to EM | I |
| 9. | PS to Commissioner (I&M) | * |
| 10. | E.O.I, II & III | |
| 11. | Copy to be placed in <u>EM.1(7)79/Pt./WC/</u> | |

[Signature]
5/5/84
DIRECTOR (WORKS)
D.D.A.

Succ

2/6

DELHI DEVELOPMENT AUTHORITY

E.M. 1 (10)83/7237

Dated: 3.6.91.

Standing instruction No. 331.

Sub: Opening of Tenders.

It has been noticed that in number of cases, the tenders are being opened by the Asstt. Engineers. This is not a healthy practice.

All the Executive Engineers should ensure that opening of the tenders is invariably done by themselves. This should not be difficult since all the Divisional offices as well as jurisdiction of EEs is only Delhi. In exceptional cases, if the opening of tenders in absence of EE becomes unavoidable, the work could be entrusted to EE(P) or to another EE in the same circle by the SE concerned.


(W.D. DANDAGE)
ENGINEER MEMBER, DDA.

Copy to:-

1. All Executive Engineer & SE for strict compliance.
2. All CE's for information & for watching the compliance.

DELHI DEVELOPMENT AUTHORITY.
(M's OFFICE)

NO: EM.1010)/83/7751

DATED: June 11, 1991

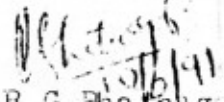
"STANDING INSTRUCTION NO. 332."

Sub: Responsibility to apply for obtaining
certified copies of Court Judgement.
.....

As per condition No.13 of the Contract with the Panel Lawyers appointed by DDA for handling cases in the Courts, it is his responsibility to obtain the certified copies of judgements from the Court immediately so that further necessary action to act on the order of the Hon'ble Court, either for acceptance or for filing appeal against the said judgement is taken in the limitation period.

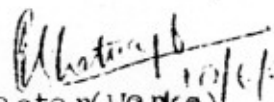
VC has, however, desired to ensure that certified copies of the judgements are supplied by the Panel Lawyer within a period of 2 - 3 days, it would be helpful if the concerned Executive Engineer keeps track of the case through one of his own staff members and fixes responsibility on him to see that it is brought to his notice, if there is any delay beyond a week at the most.

This issues with the approval of EM/VC.


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

Copy to:-

1. All Chief Engineers i/c C.E.(Elect.)
2. All SEs i/c SE(Elect.)
3. Chief Legal Advisor.
4. Directors(Hort.)-North & South.
5. All Executive Engineers(Civil)(Elect.)
6. All Dy.Directors(Hort.).


Director(Works).
DDA.

Design of two-storey houses/shops (37)
by Zonal (ES-1)

DELHI DEVELOPMENT AUTHORITY
OFFICE OF THE DIRECTOR (WORKS)

No. EM 8 (25) 90/PL/7375-81 Dt. 11-6-91

The Chief Engineer,
Rohini Zone.

Subj: Issue of structural drawings.

- SH: i) 200 LIG in Sector-16
ii) 1000/960 DUs in Sectors 20, 21 & 22.
iii) C/o four lane bridge in RD-12418
on supplementary drain.

Please refer to your office letter No. CE(R) 2(2)84/Vol.IV/1200, dt. 25.4.91 on the above subject. E.H. has finally decided that all designing work in respect of two storeyed structures including repetitive type housing schemes, Convenient shopping centres, Local Shopping Centres upto three storeys shall be designed at the level of Zonal C.E.s and other complicated structures with critical analyses and analyses of frames etc. shall be undertaken by C.E.(Design) including designing work of multistoreyed structures and ~~threaxatxaxaxat~~ residential housing schemes three storeys and above.

You are, therefore, requested to make arrangements for preparation of all drawings in respect of two storeyed residential housing schemes, even if the cost of construction of these projects is more than Rs. 1 crores or of any limit.

OR
c/c (R. G. Bhatnagar) 11/6/91
Director (Works)

Copy to C.E.(Designs). This disposes off your letter
No. 21/23 '5. 91

OR
c/c Director (Works) 11/6/91

Copy to all C.E.s / CR

DELHI DEVELOPMENT AUTHORITY
ENGINEER MEMBER'S OFFICE

NO:EM(10)83/ 8029.

dt. 14.6. 91.

STANDING INSTRUCTION No. 333.

The Chief Technical Examiner during inspection of one of the work of D.D.A. has observed that the water supply lines are not being tested as required under para 19.7.5 of C.P.W.D. specification 1977, Vol.II. Testing of pipes in appropriate reaches, in time, is essential before they are covered.

All concerned may please strictly ensure that water supply lines laid are tested in reaches (where/if necessary) before they are covered as per the requirement of para 19.7.5 of C.P.W.D. specifications 1977, Vol.II. The responsibility for testing will rest with A.E. in respect of works upto Rs.4.00lacs. and that of E.E. for all other works.

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

(W.D. DANDAGE)
Engineer Member

Copy to:-

1. All Zonal Chief Engineers 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. All E.Os & A.Es, E.M.'s office.
5. Chief Engineer (Slum & J.J.) for appropriate action as deemed fit.

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

J

No. EM1(10)83/ 8109

Dated: 18.6.91.

OFFICE ORDERS


In view of deletion of arbitration clause and other references to it wherever these exist in the contract forms for a period of two years w.e.f. 21.3.91, it has been decided that a statement be prepared by the Engineering Wing showing the number of arbitration cases filed against DDA by the contractors, amount involved, amount DDA was directed to pay during the last 2-3 years and similarly, the cases where DDA went for arbitration against the contractor, amount of claims, amount actually awarded during the last 2-3 years as such statements are important in order to enable to make a comparative assessment in due course of the overall financial implications of the proposed two year embargo on recourse to arbitration in all works contracts, in due course.

Such statement for the last ~~three~~ years duly compiled at Zonal level shall be sent to this office by the Zonal Chief Engineers alongwith their recommendations/suggestions as the outcome of the comparative study made at their end of such statements for further examining the aspect of deletion of arbitration clause.

This issues with the approval of E.M.

Chief Engineers (ALL)
Director(Hort.) North
Director(Hort.)South

(S. M. (18.6.91))


(R. G. BHATNAGAR)
DIRECTOR(WORKS)

No. EM1(10)83/ 8110/

Dated: 18.6.91

STANDING INSTRUCTION NO. 334.

Sub: Deletion of Arbitration Clause for a period of two years w.e.f. 21.3.91.

.....

In regard to deletion of Arbitration Clause from future contracts for a period of two years w.e.f. 21.3.91 the office orders issued vide Nos. EM2(46)89/Arbn./4193 dated 19.3.91 and even No. 7058 dated 29.5.91 may be referred to ensure that arbitration clause and other references to it wherever these exist in the contract forms are deleted.

The following instructions may also be noted for strict compliance by all concerned:-

1. Enter into contract cautiously; for example if the clear land/site is not going to be available, we should not give a false picture while calling tenders that the "land is available".
2. Operate the contract properly and not in a high handed manner; all contracts lay down the obligations to be performed by both parties to the contract and one is not supposed to be superior to the other or no one is master and other a servant.
3. Carry out obligations faithfully; these are particularly required to be seen in the context of supply of drawings, materials and decisions- timely and not take things leisurely without considering the element of time.
4. Take action against the contractors who are more interested in litigations than in executing the works and are seen to be seeking arbitration with inflated claims.
5. Finalise bills and settle claims of contractor promptly.
6. The SEs/CEs should hear the contractors patiently and settle as many disputes as possible even if the attempts of the contractor to have the settlement arrived at the level of EE have failed, and
7. In case of action against the contractor under clauses 2 and 3 and also under clauses 14 and 17 of the contract which pertain to levy of compensation for delay, rescission of contract and getting the balance work completed at the risk and cost of the contractor and about the rectification of defects, the DDA officers must act fast

and not allow in-ordinately long time so as to make
the position of DDA weak before the Arbitrator/Court of Law.

This issues with the approval of E.M.

Mhatre
(R. G. BHATNAGAR)
DIRECTOR(WORKS)
/o

Copy to:

1. All Chief Engineers, DDA
2. All S. Es, DDA
3. All E. Es, DDA
4. Director (Hort.) North & South, DDA
5. G.M., ISET, DDA
6. Chief Engineer (QC), DDA
7. S. E. (Vig.) - I & II, DDA
8. Chief Engineer (D&T), DDA
9. Chief Engineer (Slum & JJ) for appropriate
action as deemed fit.

Mhatre
Director (Works)
D. D. A.

" N O T I F I C A T I O N "

It is notified for the information of all concerned that as per rules for enlistment of contractors in D.D.A., the registration is valid only for a period of 3 years from the date of registration and thereafter, the contractor has to apply for renewal of registration, on the basis of performance of works executed by him in various divisions, by obtaining a report from the concerned Executive Engineer. The contractor shall also have to submit the list of works awarded/executed to/by him, alongwith confidential report of performance from the respective Executive Engineer.

In the cases of registrations made before 31.12.88, the contractors shall have to seek renewal for the period subsequent to 31.12.91.

The contractors who were enlisted on or after 31.12.88 are required to apply for renewal of registration/enlistment atleast 3 months before the expiry of 3 years from the date of their registration/enlistment.

The contractors registered prior to 31.12.88 are required to apply for renewal of registration/enlistment, latest by 31.8.91

The prescribed application form for renewal of registration can be obtained on payment of Rs.100/- from counter No.11, D-Block Vikas Sadan between 10 A.M. to 1.30 P.M. and is to be submitted on counter No.14, 'D' Block, Vikas Sadan, New Delhi completed in all respects.

The contractors who fail to secure any work during the last three consecutive years in D.D.A. are liable to be weeded out from the approved list of D.D.A. contractors.

The decision of Contractors Registration Board, DDA, on the application for renewal of enlistment/registration shall be final and binding.

Sd/-
Secretary(CRB)
1st floor, 'B' Block
Vikas Sadan, I.N.A.Colony
NEW DELHI.

No.F4(8)73/Secy./CRB/ 8412.

Dt. 25.6.1991.

Copy Forwarded to:-

1. All Chief Engineer i/c C.E.(Slum) & (Elect.) with 20 spare copies to circulate among S.Es & E.Es (Civils & Elect.) for displaying on the notice board for information of all concerned.
2. G.M., I.S.B.I., DDA, for displaying on the notice Board.
3. All Contractor Association DDA. for information.

(Signature)
Secretary (CRB)

DELHI DEVELOPMENT AUTHORITY
(M's OFFICE)

NO. DM. 1(10)33/8536

June 24th, 1991.

STANDING INSTRUCTION NO. 335.

Sub: Publication of Tender Notices in
"Indian Trade Journal".

Tenders.

It has decided that as a matter of course, all Works-tender-notification henceforth, be also get published in the "Indian Tender Journal", Trade News Weekly, D-30, EXIDE, Pt. I, New Delhi-110041, in order to secure better competition.

It is enjoined upon all concerned to ensure strict compliance of the above instructions.

This issues with the approval of Vice-Chairman, DDA.

(R.G. Bhatnagar)
Director (Works)

Copy to all CEs/SEs/EEs, Dir. (Hort.) South & North for information and necessary action, alongwith copy of letter No. 91-92/LE/ADVT/GEN/163 dated 29.5.1991 with your ready reference.

C.E. (E-2)

Pl send copies to all SEs/EEs

F.O.

1-1(27)82

F.O. C.C.

5/163

26/6

Dr-17-71

Copy to all for strict compliance pr.

1/7/91

DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/ 8633

DATED: 2.7.91

"Standing Instruction No.336"

Sub: Payment for new item through running account bills.

....

It has been observed that in case of new items which crop up during the execution of the work, two rates are indicated in the measurement books and bills; one the proposed rate and second the rate to be paid in the particular running account bill. This type of indication of two rates in the running bill has enabled some of the contractors to get the payments through arbitrator at the proposed rates treating this as mutually agreed rates though the same were not approved by the competent authority.

It is, therefore, necessary that in the running bills only one rate, which is proposed to be paid in the running bill at that particular moment of time considering the position of execution of the item as had prevailed . . then, should be indicated in the measurement books as well as in the bills and this should be called as "provisional rate". No document should indicate the rate recommended to the sanctioning authority. Compliance of these instructions should be strictly ensured.

This issues with the approval of EM,DDA.

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

All CEs(Civil).

CE(Elect.)

CAO. He may ensure through his periodical audits that these instructions are invariably complied with.

STANDING INSTRUCTION NO. 337

most of the It has been observed that in the matter of arbitration awards there is a general tendency in DDA to recommend the challenge awards. A study, conducted by the CE(D) of the judgements pronounced by the Hon'ble Courts in respect of the awards challenged by the DDA, has revealed that the amount set aside has been only of the order of 6% of the amount of award. This suggests of need to think twice before recommending/deciding to challenge the awards. Incidentally, most of the recommendations to challenge the award emanating from Engineers/Senior Legal Advisors, apparently are in an effort to cover up the improper defence that might have been put up either by the field officers or the lawyers defending the claims before the Arbitrators or before the Hon'ble Courts. In some cases the same might be to cover up improper operation of contracts also.

The Courts have reiterated their role of not sitting in judgement over the awards given by the Arbitrator's which is binding on both the parties unless there are errors of law apparent on the face of award or where misconduct on the part of the Arbitrator could be proved. By challenging the awards, DDA is unnecessarily losing its goodwill amongst the contractors' community.

VC, D.D.A. has desired that while making recommendations on awards pronounced by the Arbitrator, we should also take into consideration, the amounts involved, so that time, effort & money is not wasted on petty sums. Financial implication of filing objections/appeals be also kept in view. However DDA should not hesitate to:-

- a) file objections against arbitration awards where errors of law are apparent on the face of the award or misconduct on the part of the arbitrator could be established beyond reasonable doubt.
- b) File appeals where we are advised that some basic principle of law is involved. Which has a reasonable chance of being upheld, if challenged in the Civil Courts.

These considerations may be applied as a sort of touch stone in deciding whether to go on for appeal or not in respect of all arbitration awards/court judgements on arbitration awards.

(W.D.Dandage)
Engineer Member.

Copy to:

1. All Chief Engineers, DDA.
2. Chief Engineer(S&JJ), DDA.
3. Directors(hort.)-North & South.
4. GM, ISBT.
5. E.O. I, II, III to EM, DDA.
6. C.L.A.

Dt: - 11.7.91

It has been noticed that in the cases which are required to be placed before the Authority, the details of technical opinion about lands use, legal advice and the financial implications are not given in the item for agenda. Therefore, in future all Head of Depts. may kindly ensure that all such relevant information as referred to above is incorporated in the item before the same is put up before V.C. for his approval.

The advice/comments of the concerned deptt. should be reproduced in-toto and it would not suffice to say that Legal, or Planning, or Finance Deptt. has been consulted.

This issues with the approval of V.C. DDA.

~~Ex II / X / III~~

01, 1.
12, 2.
3.

Copy for information and necessary action to:-

1. All Commissioners,
2. Chief Vigilance Officer
3. Chief Legal Advisor.
4. Chief Accts. Officer.
5. Finance Advisor(H)
6. All Directors.
7. O.S.D to V.C.
8. P.S. to F.M.
9. P.S. to E.M.
10. P.S. to P.C.(I&M).

Pl send copy to all CES, ~~for~~ GM ISBT
Edu (H) & DS

Copy sent to all
as is GML2 sort 2
Dr. (H) mgs.
Pl. file.
on

[Handwritten notes:]

EOJ
157
Dated. 8.1. evidence. 15/7 copy to all CBI / Dntw (Hr) & SC
CBI (Smt) & JS)
G.M. 15/7/94
P.T.O. Office 16/1

DELHI DEVELOPMENT AUTHORITY
(VIGILANCE DEPARTMENT)

No.F.27(199)91-Vig.

Dated:

12/8/91

C I R C U L A R

It has been observed that while making photocopies of original documents some times original sheets of document get lost/mixed up with other papers due to which very embarrassing situation has been faced. To avert this situation it is felt expedient that the following instructions be observed meticulously by all concerned.

- (a) Greater care and caution is to be exercised when photocopies of documents are made and a senior officer of the level of Asstt.Director/Jr.Law Officer/Accounts Officer/Asstt.Engineer must be held responsible to ensure that original documents are placed back intact and that the photocopies taken are restricted in number and each and every copy is properly accounted for.
- (b) In case it is found that part of it is missing strenuous efforts be made to locate such missing papers/documents by tracing through the route from person/office and from one office to another in DDA before reference is made to the originating office or source for sending copy of such reference.

(P.K.MEHTA)
CHIEF VIGILANCE OFFICER

Copy forwarded to:-

1. OSD to VC for information of the latter.
 2. E.M., DDA
 3. F.M., DDA
 4. All Commissioners
 5. Secy., I/DA/CLA/CES/
Directors/ FA(H)/CAO
- With the request to bring to the notice of all officers under their control for strict compliance.

CHIEF VIGILANCE OFFICER

776 to II, 20/8/91
inf. circular 2 20/8/91

22/8/91

include 2/91

7/8/91

DELHI DEVELOPMENT AUTHORITY.
(EM's OFFICE)

NO. WAB.1(76)Pt.XV/Secy/8244

DATED: 20.6.91

CIRCULAR.

In the meeting held on 5.6.91, the WAB took following decision.

1. "Whenever enquiries are made for supply of stores to DDA as per provisions of DGS&D rate contracts the mode should be through issue of registered letters."
2. "In future, to ensure adequate publicity, tender notifications should be published in the Morning edition of atleast . 2 daily newspapers(One English and One Hindi) and also in Indian Trade Journal."
3. "In future, the condition relating to annual turn over in restricted call of tenders, should provide for a level of 75% of the expected cost of work".

All Zonal Chief Engineer(Civil)
Chief Engineer(Elect.)

Subash
Secretary(WAB). 20/6/91
DDA.

Copy to:

1. All members of the Board for information.
2. Director(Works)/E.O.I for information and to place a copy in Circular file.

Subash
Secretary(WAB)
DDA.

DELHI DEVELOPMENT AUTHORITY

NO:

Dt: 10.9.91

EM.1(10)83/1:686,

STANDING INSTRUCTION NO. 338

Sub: Approval of report of Soil Consultant/Structural Consultant/Architectural Consultant.

It has been observed that several reports, which are being received from soil consultants/structural consultants/architectural consultants on various projects/works are not being approved/signed by the Authority competent to accord technical sanction to the estimates and the same are being used/adopted in works without any proper approval/signatures of the competent authority.

Similarly, several architectural drawings issued by the private consultants are not being signed for several months by concerned Chief Architect/Addl.Chief Architect/Senior Architect and are being issued without signatures to the Engineering Department which result in processing of project estimates, accord of technical sanction and execution of the projects inordinately.

All concerned engineers are directed to accord approval to the reports of the soil consultants/structural consultants and also sign the designs and drawings including reports before execution and adoption of the same in the projects/works. Similarly all Planners/Architects/ Chief Architect/Addl.C.A./Sr.Architects are directed to ensure approval in writing of all drawings and reports submitted by the private architectural consultants.

This issues with the approval of Engineer Member,DDA.

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

1. All concerned for information and strict compliance.
2. C.E.(QC) w.r.t. his letter dated 26.6.91

DELHI DEVELOPMENT AUTHORITY

NO: EM(10) 83/14336

dt. 25.10.91

CORRIGENDUM TO STANDING INSTRUCTION No. 338

SUB: Approval of report of Soil Consultant, Structural Consultant/
Architectural Consultant.

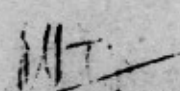
was issued

Standing Instruction No. 338 regarding the cited subject vide
No. EM(10) 83/11686 dated 10.9.91.

The fifth line of para-2 of the said Standing Instructions shall
be read as under:-

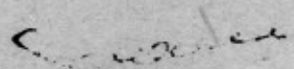
" Engineering Department which result in delay in processing
of project estimates " instead of

" Engineering Department which result in processing of project
estimates " *


Director (Works)
D.D.A.

Copy to:-

1. All Chief Engineers with 25 spare copies for circulation among
all concerned.
2. Chief Engineer (Q.C.) DDA.
3. All Planners/Architects/Chief Architect/Addl. C.A./Sr. Architects
4. G.M., I.S.B.T. with 5 spare copies for circulation.
5. Director (Hort.) North & South/DDA.


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

Final 29/10/91

NO: EMI(10)83/13475

dt. 10.10.91

STANDING INSTRUCTION NO: 339

SUB: Execution of outside plaster upto plinth level with cement mortar 1 : 4 (1 cement : 4 Coarse Sand) on houses/flats being constructed by DDA.

It has been observed in several housing pockets constructed by DDA in East, North & Rohini Zones that due to high subsoil water table in the areas, outside plaster starts peeling off after 2-3 years of construction, which gives a very ugly look to the flats.

In order to overcome this phenomenon, it has been decided that in all future contracts, specific provision may be made for outside plaster of houses with cement mortar 1 : 4 (1 cement : 4 Coarse sand) between plinth level & plinth protection level.

It has also been decided that DPC should project by 25 mm outside the wall surface as suggested by the Chief Architect.(as per sketch enclosed).

Method of plastering: Plastering of outside walls above DPC level shall be carried out as per item provided in the contract and the same shall be stopped at the top level of DPC.

The plaster from DPC upto plinth protection shall however, be carried out only after plinth protection has been laid so that the plaster which is provided from DPC level upto plinth protection does not show appearance of any joints between the plaster and the plinth protection & pounding done at the junction of plaster & plinth protection.

It has also been decided that even in the existing contracts, where outside plaster has not yet been done, the substitution be ordered for the quantity of plaster below DPC & upto plinth protection, and the rate therefore got sanctioned from the competent authority.

(W.D. DANDAGE)
ENGINEER MEMBER.

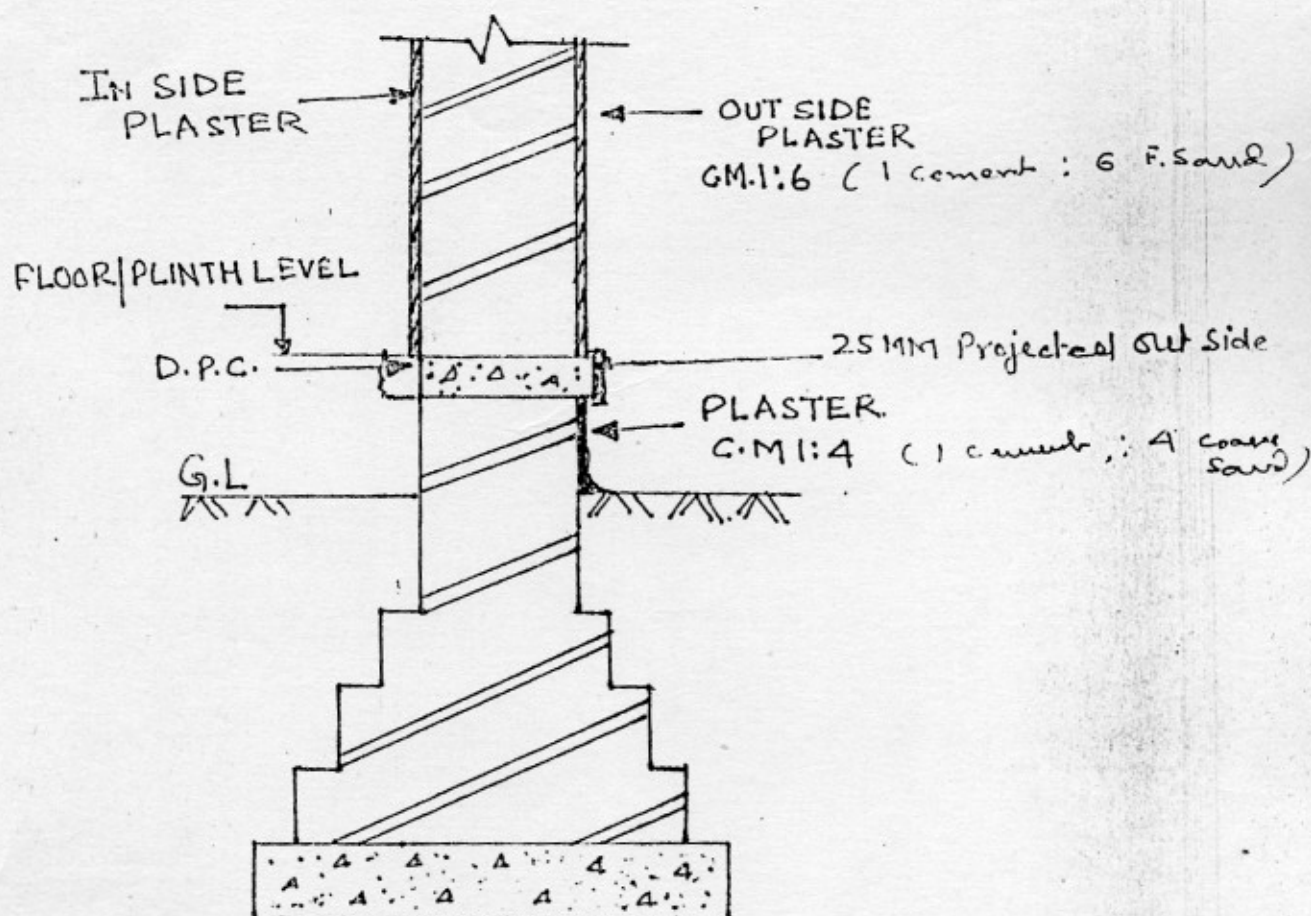
Copy to:

1. All C.Es for information and necessary action as discussed in the meeting held on 26.9.91.
2. C.E.(QC) with ref. to his letter No.F73(37)CE/QC/DDA/1230-31 on the above subject.
3. Chief Architect for information and necessary action to incorporate necessary details regarding 25mm projected DPC in sections and elevations of the housing schemes of DDA as suggested by him vide his note dt.19.8.91.
4. All SEs/EEs for n.a. & future guidance.

Sub:- OUT SIDE PLASTER OF HOUSING PLATS.

Ref:- EM 8 (18) 91 / QC / DDA

F73 (37) / CE (QE) / DDA / 1260-61 dt. 28.6.91



Details of External Wall Plaster

[Signature]
30/9/91

DIRECTOR (WORKS)
D. D. A.

6/

DELHI DEVELOPMENT AUTHORITY
ENGINEER MEMBER OFFICE

No. EM. 1(10)83/13474

Dt. 10.10.91

Standing instructions No. 340.

Sub: Use of copper wiring in DDA flats/buildings
in place of aluminium conductor cable.

It has been decided that in all future contracts of D.D.A., provision shall be made for use of copper internal wiring in D.D.A. flats/buildings in place of aluminium.

W.D. Dandage
(W.D. DANDAGE)
Engineer Member 7/10/91

Copy to:-

1. C.E.(Elect.) for information along with copy of letter No. SEE/QC/MISC ./185, date: 12.9.91, which contains the approval of the V.C. DDA accorded on the subject dt. 24.9.91.
2. C.E.(QC) for information with re. to his note dt. 16.9.91.
3. All C.Es for information.
4. All S.E.(Elect.) for information.

(Signature)
Director (Works)
D.D.A.

DELHI DEVELOPMENT AUTHORITY
OFFICE OF THE DIRECTOR (WORKS)

No. EM2(115)84/Arbn./Pt./10130

Dt. 4.10.91

Circular No. 341

Sub: Revised fee to be paid to Arbitrators
w.e.f. 1.10.91.

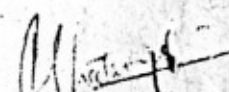
Revised scale of fee and terms and conditions for conducting arbitration cases effective from 1.10.91 has been approved by V.C., DDA with the concurrence of finance. The applicability of these scales of fee shall be governed as under -

1. The revised scale of fee shall not be applicable to those cases where all hearings have been completed as on 1.10.91. In such cases the then prevailing rates would apply.
2. Revised scale of fee shall be totally applicable in all those cases where no hearing has been held although arbitrator has been appointed before 1.10.91.
3. Where some hearings had been held, rates for hearing held after 1.10.91 would be governed by the revised scales of fee. Fee for study of the case and the maximum amount shall however be governed by the revised rates in such cases as the study continued. The fee for hearing held prior to 1.10.91 shall be governed at the old rate in respect of hearings as well as clerical and misc. expenses on postage and stationery etc.


(R. G. Bhatnagar)
Director (Works)

Copy for information to -

1. All C.E.s i/c C.E. (Elect.)
2. All S.E.s i/c Elect.
3. Director (Hort.) S & N
4. All E.E.s


Director (Works)

DELHI DEVELOPMENT AUTHORITY

OFFICE OF THE DIRECTOR (WORKS)

NO. EM. 2(115)84/Arbtl./13131

Dated: 4.10.91

Enclosure to Circular No. 342, dt. 1.10.91

**Sub: Scales of fees payable to Arbitrators for
conducting arbitration cases w.e.f. 1.10.91**

Sl. No.	Amount of claim in lacs of Rs.	Fee for		Total not exceeding Rs.
		study of cases/Pprs. not exceeding Rs.	Fee for hearing Rs.	
1.	Upto 1 lac	1500/-	500/-	3000/-
2.	Exceeding Rs 1 lac but upto 5 lacs	2000/-	500/-	4000/-
3.	Exceeding Rs-5 lacs but upto Rs 10 lacs	2500/-	500/-	5000/-
4.	Exceeding Rs 10 lacs but upto Rs 25 lacs	3000/-	500/-	6500/-
5.	Between Rs 25 lacs upto Rs 50 lacs	4000/-	500/-	8000/-
6.	Beyond Rs 50 lacs	5000/-	500/-	10000/-

In addition a sum of Rs. 75/- per hearing will be payable to cover the clerical and misc. expenses on postage and stationery. Claims means sums of claims plus counter claims considered distinctly as separate items.

TERMS AND CONDITIONS:

1. He will deal with arbitration cases as and when assigned to him.
2. He will be paid fees for each case as shown in the statement above. The amount of fee payable to the arbitrator is to be shared equally between DDA and the contractor. in
3. He will not advise ~~xxx~~ or accept any case against Authority or any case which is likely to effect or lead to litigation against the D.D.A.
4. He will not divulge any information received by him from the Authority as Panel Arbitrator of the Authority.
5. He will return all the documents and other papers received by him from the Authority after completion of the case.
6. He will not be entitled to appear against the Authority in any proceedings in the Courts, if he has already given his award.
7. Arbitration proceedings will be held in Delhi.
8. No TA/DA shall be paid to the Arbitrator, stationed /-outside Delhi/for conducting arbitration proceedings in Delhi.

...../-

9. In the event of any doubt or difference of opinion, the decision of the Vice Chairman, JDA shall be final and binding.

M. G. Bhattacharya
(M. G. Bhattacharya)
Director (Works)

Copy for information to -

1. All CEs/i/c C.L. (Elect.)
2. All SEs i/c Elect.
3. Director (Hort) S & H
4. All S.E. i/c Elect.

M. G. Bhattacharya
Director (Works)

74

DELHI DEVELOPMENT AUTHORITY
(EM's OFFICE)

NO:EM.1(10)83/14606

DATED: 31.10.1991

"Standing Instruction No.344"

Sub: Restricted call of tenders for specialised jobs such as - Sewerage, drainage, roads, peripheral water supply etc.

...

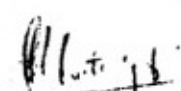
While some of the tenders for construction of deep drainage works at Rohini were discussed in W.A.B. meeting held on 5.6.91, it was decided that in future NITs for specialised jobs, the condition relating to annual turn over in restricted call of tenders be incorporated for a level of 75% of the expected cost of work. In this regard the stipulation in the NITs be made as under:-

- i) Yearly turn over during the last three years to be not less than Rs. _____(x) for atleast two years.
 - ii) A certificate of satisfactory completion of the works costing not less than Rs. _____(x) of deep drainage, sewerage, bridges etc., shall be furnished at the time of making application for issue of tender papers from organisations for whom such works had been executed.
- peripheral water supply, command tanks,

The above conditions are to be incorporated only in respect of the works of deep, sewerage, deep drainage, peripheral water supply, command tanks and bridges etc., to be invited from the contractors registered in appropriate class with DDA, CPWD, MES, P&T, MCD & NDMC.

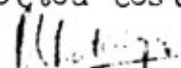
(Cost to be calculated on the basis of 75% of the anticipated cost of work.)

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


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

Copy for information & necessary action to:-

1. All Chief Engineers.
2. All Suptdg. Engineers.
3. All Executive Engineers.
4. Secy.(CRB) w.r.to earlier circular issued vide No.WAB.1(75)Pt.XV/Secy./8244, dated 20.6.91 regarding turn over and restricted call of tenders for a level of 75% on expected cost of work.


Director(Works)

11(10)83/14607

Dt., the 31st Oct., 1991

Standing Instruction No. 345

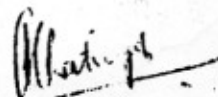
Sub: Approval of report/designs/drawings of soil consultants/structural consultants/architectural consultants.

This is in supersession of Standing Instruction No. 338 issued vide No. EM.1(10)83/11686 dt. 10.9.91, on the above cited subject that following procedure shall be adopted for approval of the reports/drawings/designs:-

1. Approval to the report of Soil Consultants/Designs of Structural Consultants shall rest with the officer who adopts the same in the design and issues structural design and not necessarily by the Authority who technically sanctioned the detailed estimate.
2. Similarly, the architectural drawings submitted by Consultants shall be approved by the Chief Architect/Adl. Chief Architect/Sr. Architect and also signed in token of approval before these are processed by the Engineering Department for its adoption and accord of Technical Sanction and execution of the works.

All concerned engineers/architects are directed to accord the approval and sign the designs and drawings including reports before execution and adoption of the same in the projects/works.

This issues with the approval of Engineer Member, DDA as recorded and circulated vide letter No. EM.8(16)89/QC/Vol. III/14177-85 dated 23.10.91.



(R.G. Bhatnagar)
Director (Works)

All Concerned.

DELHI DEVELOPMENT AUTHORITY
OFFICE OF THE ENGINEER MEMBER

NO:EM1(10)83/
15429

dt. 22.11.91

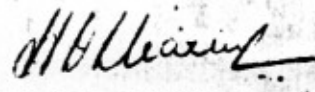
STANDING INSTRUCTIONS NO: 346

SUB: Providing sufficient space around the trees coming
in way of widening of roads, foot paths etc.

It has been brought to notice that when new colonies are developed or works of widening of roads, construction of pavements, construction of roundabouts etc. are under taken, care is not taken to leave sufficient kuchha space around the trees for future growth. The WBM, C.C. pavements or bituminous pavements are done right upto the stem of the tree resulting in its early death which adversely affects the overall environment of the city.

All Field Engineers/Director(Horticulture)/Deputy Director(Horticulture) are requested to please ensure while doing such works that sufficient circular space is left around the tree so as to allow its natural growth.

The J.Es/S.Os(Hort.) may be given specific instructions to take this matter seriously and keep a strict watch on implementation of these directions.


(H.D. SHARMA)
ENGINEER MEMBER

Copy to:-

1. All Chief Engineers(Field)
2. All Superintending Engineers
3. All Directors(Hort.)
4. All Deputy Director(Hort.)

DELHI DEVELOPMENT AUTHORITY
ENGINEER MEMBER'S OFFICE

NO: EM1 (10) 83/17395

dt. 20.12.91

STANDING INSTRUCTION NO: 347

SUB: SUBSTITUTE OF "ALDRIN 30% E.C."

Due to non-availability of Aldrin 30% EC in the market, Heptachlor 20% EC can be used for anti-termite treatment measures in buildings. The Heptachlor 20% EC shall conform to the IS 6439 (latest addition) and relevant CPWD specifications.

It shall also be ensured that the containers of "Heptachlor Emulsifiable concentrates" are marked with ISI certification mark.

H.D. Sharma
(H.D. SHARMA)
ENGINEER MEMBER

Copy to:-

1. All Chief Engineers with 25 spare copies for circulation among S.Es/ EEs.
2. C.E.(QC, DDA with 10 spare copies.
3. C.E.(D&T) with 5 spare copies.
4. G.M., ISBT alongwith 5 spare copies.
5. Director (Hort.) North & South with 10 spare copies each with circulation among Dy. Directors (Hort.)

ENGINEER MEMBER.
D.D.A. *11*

DELHI DEVELOPMENT AUTHORITY.
(Director's Office)

NO. EM.1(10)33/ 145

DATED: 3.1.92

"STANDING INSTRUCTION NO. 348 "

Sub: Provision of Solar Heating System
in Staff Quarters.

....

During discussions held on 31.12.91 in the
Screening Committee Meeting under the chairmanship
of V.C.,DDA, it has been decided that Solar Heating
System be provided in all future staff quarters of D.D.A..

Necessary provision for additional piping system
upto bath room/kitchen/ wash basin etc., be made as per
requirement.

[Signature]
(R.G. Bhatnagar)
Director(Works).

Copy to:

1. OSD to VC for kind information of the latter.
2. PS to EM for kind information of the latter.
3. All CEs/SEs/EEs for information and necessary action.

[Signature]
Director(Works).
DDA.

Chief Engineer (W2)

No. CE(W2)/ 12(hu)92/487 dt. 5/2/92

Copy to all SES/EEs and CE(P) II for favour
information and necessary action pl.

[Signature]

DELHI DEVELOPMENT AUTHORITY
(E.M.'S OFFICE)

NO: EM.1(10)83/560

Dated: 13-1-92

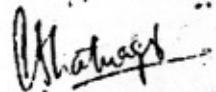
STANDING INSTRUCTION NO. 349

SUB: DISPOSAL OF SURPLUS/UNSERVICABLE STORES

While investigating one of the cases pertaining to Central Stores, Vigilance Branch observed that substantial quantity of steel scrap, accumulating since 1985-86, had not been disposed off whereas such unserviceable, obsolete and surplus stores were required to be declared as surplus and ordered to be disposed off at once on yearly basis. Accumulation of such stores not only occupy valuable space, results in depreciation in value due to rusting/deterioration, but also deprive the department of revenue.

It is enjoined upon all concerned to take timely action in this regard as per provisions contained in CPWD Manual, Vol.II, under Sections 46 & 47. These instructions should be conveyed to the level of the Junior Engineers and Accountants.

This issues with the approval of E.M.


DIRECTOR (WORKS)
DDA

ALL CEs, SEs, EEs.
CE(QC) & CE(Elect.)
CE(T&D), DDA
DIR.(HORT.) NORTH & SOUTH
GM. (ISBT)
SEs/Vig.I & II

DELHI DEVELOPMENT AUTHORITY

NO: EM(10)83/1460

dt. 3-2-92

STANDING INSTRUCTION NO: 350

It is brought to the notice of all concerned that henceforth notice inviting tenders/quotations should be called on behalf of "Delhi Development Authority" instead of "Chairman/DDA". Necessary correction may also be incorporated in the P.W.D. forms.

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

Copy to:-

1. All the Chief Engineers, DDA i/c C.E.(QC) & C.E.(D&T), C.E.(S&JJ)
2. Director(Horticulture) North & South.
3. G.M., I.S.B.T., DDA.
4. All Suptdg. Engineers, DDA.
5. All Executive Engineers, DDA.
6. Commissioner(Planning)/Chief Architect, DDA.

Director(Works)
D.D.A.