

C I R C U L A R NO: 376

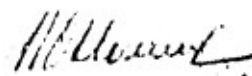
SUBJECT : C.C. GOLA ON TERRACE TO BE PROVIDED AFTER CUTTING CHASE IN BRICK WORK OF PARAPET WALL.

The CTE, during inspection of one of the works in DDA, had observed that the chase in the brick work of terrace wall had not been cut before providing C.C. gola, as required under para 12.17.2 of CPWD specifications 1977 Vol.II. Subsequently, only a reduction was effected for not cutting the chase in the parapet wall for providing C.C. Gola.

The provision of C.C. Gola after cutting a chase in the brick work of the parapet wall is required to serve a definite purpose of checking any leakage at the joints of parapet wall and terrace and merely effecting reduction in rates on account of the same does not serve the required technical purpose.

It is therefore, enjoined upon all the field engineers to ensure that a proper chase is cut in the brick work of the terrace wall as per the above mentioned provisions of C.P.W.D. specifications before providing C.C. gola on the terrace.

Any lapse in this regard on the part of the supervisory staff shall be viewed seriously.


(H.D. SHARMA)
ENGINEER MEMBER

All Chief Engineers

All Suptdg. Engineers

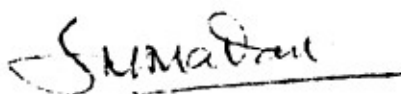
All Executive Engineers

Director(Hort.) North & South

G.M., I.S.B.T.

Concerned file No.EM8(97)88/CTE/WZ

Copy to:- Vice-Chairman, DDA, for information.


(S.M. MADAN)

DELHI DEVELOPMENT AUTHORITY

NO:EM1(10)83/68

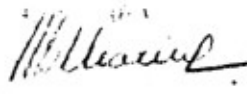
Dated: 12.1.93

C I R C U L A R NO: 377

SUBJECT : PROVISION OF SHORT PIPE NIPPLES OF THE SAME
GRADE/SPECIFICATIONS AS PRESCRIBED FOR G.I. PIPES.

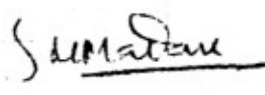
During inspection of one of the works in DDA, CTE had observed that short pipe nipple provided to G.I. lines were not Galvanised and appeared to be made out of light quality pipes, though these were measured as medium pipe lengths.

It is enjoined upon all field staff to ensure that short pipe nipples provided in the GI pipe lines should invariably be of Galvanised Iron of the same grade as that of the GI pipe line. In all future works, the NIT approving authorities should incorporate this as a special condition in the NIT to avoid any contractual implications.


(H.D. SHARMA)
ENGINEER MEMBER

All Area Engineers
All Suptd. Engineers
All Executive Engineers
Director(Hort.) North & South
G.M., I.S.R.T.
Concerned file No.EM8(97)88/CTE/WZ

Copy to:- Vice-Chairman, DDA, for information.


(S.M. MAHAN)
DIRECTOR(MONITORING)

STANDING INSTRUCTION NO. 378

Sub: Silt content in coarse sand.

.....

Various inspections being conducted by the Quality Control Cell show that coarse sand with excessive silt content is still being used in many of the DDA works. V.C., DDA has expressed his anxiety and serious concern on the continued use of coarse sand with excessive silt content.

In this context, attention is invited to the following circulars, vide which detailed instructions have already been issued enjoining upon all the field staff to ensure that only the coarse sand with silt content less than 8% is used in all DDA works:

- | | | |
|----------------------------------|---|------------------|
| 1. Circular No.146 dated 16.5.86 | } | issued by T.M. |
| 2. Circular No.317 dated 22.2.91 | | |
| 3. Circular No.85 dated 13.3.06 | } | issued by CT(QC) |
| 4. Circular No.102 dated 3.5.89 | | |

In case the silt content in the coarse sand is more than the permissible limit, the coarse sand must be washed before use so that the silt is brought down to less than 8%.

Of late, it has been experienced that the coarse sand available generally has a higher percentage of silt. It is, therefore, necessary to ensure that washing arrangements are invariably made at all the construction sites of DDA works and the coarse sand brought at site must be washed to ensure that the silt content is brought down to less than 8% before it is used in the work. A proper record indicating the silt content before as well as after washing the coarse sand must be maintained by the field staff.

It is enjoined upon all the engineers to follow

these instructions scrupulously, failing which, they shall be inviting strict disciplinary action against them.

H. D. Sharpe
(P.D. SHARPE)
ENGINEER MEMBER

1. All Chief Engineers
2. Director (M.), DLA.
3. All S.Es, DDA.
4. Directors (Hort.) North & South, DLA.
5. All Ex. Engineers, DDA.
6. All Dy. Directors (Hort.), DLA.

Copy to:

1. V.C., DLA for information.
2. C.E. (C), DDA for information.

H. D. Sharpe
Engineer Member
D.D.A.

No.EM1(10)83/1095

Dated: 25.1.93

CIRCULAR NO. 379

Sub: Anti-termite Treatment of housing/commercial Buildings.

This is in continuation of instructions issued earlier vide circular No.366 dated 11.11.92 conveying the decision of VC/DDA that Anti-termite Treatment in EWS/LIG Houses should be dispensed with immediately.

The matter was again discussed in the WAB meeting held on 11.12.92 and it had been decided that due to non-availability of proper chemical for Termite Treatment as fait accompli, no chemical would be procured centrally or locally and no Anti-termite Treatment would be carried out in Houses/Commercial Buildings, henceforth, till further orders.

The above directions of WAB may be noted for compliance for the works in progress, where Anti-termite Treatment is yet to be done and for all future housing/commercial works.

All C.Es

All S.Es

All E.Es

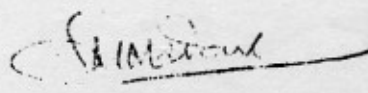
Director(Hort.)N & S / Dir.(MM)

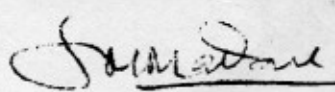
G.M., I.S.B.T.

concerned file No.8(30)91/GTS/Pt.III.

Copy to:

1. P.S. to Vice-Chairman,DDA for kind information of the latter.
2. P.S. to Engineer Member for kind information of the latter.


Director (Monitoring)
D.D.A.


Director (Monitoring)
D.D.A.

NO: EM1 (10)83/ 2332

Dated:- 25.2.93

CIRCULAR NO. 380

- SUB: (i) Need for more frequent inspections by senior officers.
(ii) Issue of instructions in writing either in site order book or through inspection notes.
(iii) Keeping the approved samples of fixtures/fittings at the site office.

V.C., DDA, during one of his surprise inspections of a work recently, observed that the defects noticed by the senior officers during their inspections, or their observations on quality of work, had neither been recorded in the site order book nor conveyed through any of the Inspection Notes. It also gave an impression that sufficient inspections of the works, especially at the crucial stages of construction, were not being carried out by senior officers. Needless to point out that the inspections conducted by senior officers lose their impact and utility, if the observations are not conveyed in writing and followed up to a logical end.

It was also observed that the samples of the materials approved by the Engineer-in-charge had not been kept at the site office to facilitate comparison, so as to ensure that the materials actually being used at site were as per the approved samples.

V.C./DDA has taken a serious view of these deficiencies.

It is therefore, enjoined upon all engineers that:-

1. The construction works must be inspected more frequently by the senior officers, especially at the crucial stages of construction such as foundations, structure and finishing.
2. The defects/deficiencies observed by the senior officers during their inspections of the work must be conveyed in writing either by recording the same in the Site Order Book or through their Inspection Notes as required under the provisions of chapter-III Section-26 of CPWD Manual-Vol.II, so as to ensure that a proper record of such inspections

is maintained and the observations are followed up to a logical end.

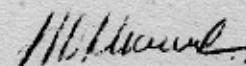
3. Approved samples of various fittings and fixtures must be kept at site office, so that these are always available to the site staff as well as to the Inspecting Officers to facilitate checking, and to ensure that the fittings/fixtures being actually used at site are as per the approved samples.

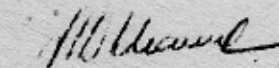
These instructions must be followed scrupulously by all concerned.

1. All C.E.s, DDA.
2. Director(MM)
3. All SEs/DDA.
4. Director(Hort.) S& N.
5. All EEs, DDA.
6. All Dy. Director(H), DDA.
7. File No. EM13 (1)93/T.C.

Copy to:-

V.C./DDA for information.


(H.D. SHARMA)
ENGINEER MEMBER


ENGINEER MEMBER.
D.D.A.

NO: EM1(10)83/ 3001

Dated:- 02.03.1993

CIRCULAR No. 381SUB: ACCIDENTS DUE TO MISSING MANHOLE COVERS.

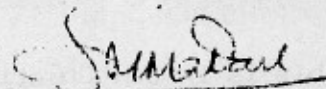
(CHIEF ENGINEER) NORTH ZONE

This is in continuation to Circular No. 370 issued by this office vide No. EM1(10)83/16747 dt. 17.11.92. Following steps should be taken immediately.

1. It is once again reiterated that only R.C.C. or S.F.R.C. covers should be used instead of CI covers, as it has been noticed that CI covers are still being used.
2. It has been observed that the jurisdiction of the staff has still not been defined properly. As already instructed the work charged staff should be entrusted with specific responsibility, so that they are specifically responsible for watch and ward of the different stretches under their control.
All EEs are directed to prepare the plans, clearly depicting the Sewer & SW lines placed under the jurisdiction of each official/work charge staff which should be brought to the notice of each one of the concerned staff.
3. Duty charts should be displayed at the site offices of JEs & AEs and also in the Divisional offices.
4. Beats of Beldars should be finalised for each individual reach. Reporting system on inspection of beats should be streamlined. Periods of duty should be clearly defined. Surprise checks must be made by AE, EE & SE.
5. The JE should inspect the lines under his charge weekly and send a report in writing to his AE & EE.
6. The AE should inspect the lines under his charge every fortnight and send a report to his EE & SE.
7. The EE should inspect the lines once in a month and send a report to his SE & CE.
8. CE & SE should also make surprise checks. Even during their routine inspections if any thing wrong comes to their notice, they should issue immediate instructions to remedy the situation.
9. A register of complaints should be maintained by the JE at his site office and immediate remedial measures must be taken on receipt of the complaints.

10. Proper record of replacement of SFRC/RCC covers should be maintained.

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



(S.M. MADAN)
DIRECTOR(MONITORING)

02.6/2

1. All CEs/Director(MM)/DDA.
2. All SEs/DDA.
3. All EEs/DDA.
4. File No.EMB(30)91/GTS/IV

DELHI DEVELOPMENT AUTHORITY
EM'S OFFICE

NO. EM.1(10)83/3002

Dated: 2 -3-1993

CIRCULAR NO. 382

SUB: REMEDIAL MEASURES TO BE TAKEN IN CASE
OF DISRUPTION OF WATER SUPPLY IN ANY
DDA HOUSING POCKET.

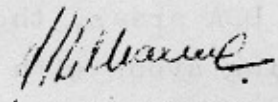
During the recent past, it has been observed that adequate steps required to be taken in case of a breakdown or an emergency have not been taken in case of disruption in water supply system in some of the DDA areas. In case of any disruption in water supply system or other service within DDA areas, the field staff is directed to take the following steps with immediate effect :

1. Any major failure of drinking water/electricity/ sewerage/road system remaining un-repaired or un-restored for more than 12 hours shall be reported by Chief Engineer to Engineer Member by telephone or through a special messenger.
2. The Chief Engineer, after reviewing the situation at site, will report the detailed position to EM indicating the time frame in which the services would be restored, so that the V.C. could be apprised without loss of time.
3. CE/SE concerned should immediately issue a Press-note/ public "handout bills" for information of the affected colonies/pockets so that there is no inconvenience to the public whenever there is likelihood of disruption of water supply or failure of any of the services.
4. As already instructed as per Circular No.370 dated 17-11-92, a Central Control Room would function beyond office hours on working days and 24 hours on holidays in each Zone. JE manning the Control Room shall maintain a log book for the messages received and action taken thereon by him. Telephone No. of Central Control Room should be known to EEs/SEs/CEs and different Residents' Associations of the areas.

Contd.....2/-

5. CE(Elect.) shall keep the pumps ready for fitting on water tankers, for supplying water even on 3rd floor, whenever there is a disruption in water supply. To meet with the exigency of a disruption in the sewerage system of the area, sewage pumps would also be kept ready.
6. Whenever the water has to be supplied through the tankers (departmental or privately hired) the same must be accompanied by one or two members of DDA staff. These tankers should have boards prominently displaying the inscription "DDA Tankers".

Any laxity in following the above instructions shall be viewed seriously and shall invite disciplinary action against the defaulters.


(H.D. SHARMA)
ENGINEER MEMBER

All Chief Engineers

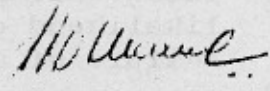
All S.Es

All EEs

EM.8(25)88/PC/SWL/

Copy to:-

VC,DDA for information.


ENGINEER MEMBER
D.D.A.

CSK

DELHI DEVELOPMENT AUTHORITY
(OFFICE OF THE ENGINEER MEMBER)

No.F.5(330)92-93/PC/1984

Dated: 4/3/93

CIRCULAR NO. 383

Subject: Call of Tenders on Item Rate Basis

...
Tenders for residential, non-residential and development works are being invited by different Zones/Divisions of DDA on percentage rate basis, inspite of a number of circulars having been issued by this office, enjoining upon the officers to follow the guidelines mentioned in the CPWD Manual Volume-II for call of tenders on appropriate form. The C.T.E. has been taking a serious view of the fact that DDA has not been inviting tenders on Item Rate basis inspite of repeated observations made by the CTE's Organisation in this regard.

2. According to CPWD Manual Volume-II, which is followed by DDA for execution of it's works, tender form PWD-7 (Percentage Rate Tender) is normally to be used for works costing Rs 1 lac. and below at stations where CPWD has it's own Schedule of Rates. This form is also allowed to be used for repetitive type of works relating to standard approved design of residential quarters in Delhi area. In other cases, CPWD Manual Volume-II provides for calling of tenders on Item Rate basis, i.e. on form PWD-8.

3. In percentage rate tenders, the contractor is required to quote an overall percentage over the estimated rates for various items, while in an item rate tender the contractor is required to quote separate individual rates for the different items. It is, therefore, possible in item rate tenders,

For perusal pl.

contd...2/-

LE(WZT) 5/3
Copy to all SEs/SE(P), EEs/EEs(P) for n.a.
P. Hattaraj
5/3/93

to compare the estimated rates, the prevailing market rates and the contractor's quoted rates for different items of work for a better appreciation of the tender. In percentage rate tenders, a comparison of only the total cost is available and it is not possible to relate the rates of individual items to the prevailing market rates of those items, making it difficult to identify the items for which the contractor has quoted very high/low rates. Obviously, the procedure is more scientific in item rate tenders. The element of uncertainty and guess, which is inherent in the percentage rate tenders, is altogether absent in the case of the item rate tenders. It is for this reason that the call of tenders on item rate basis is recommended for all major works in the CPWD Manual Volume-II.

4. To the repeated observations of the CTE's Organisation on this aspect, the standard reply sent by DDA in almost all cases has been that the CPWD Manual allows for use of percentage rate tenders for repetitive type of works and the calling of tenders on this basis by DDA is in order, because type designs are followed in DDA for residential buildings.

5. The CTE's Organisation has, however, pointed out that this provision is for works where the quantities of various items get standardised and no deviations are expected. In the case of DDA, a number of instances have been quoted by the CTE where there have been large variations in the quantities of items actually executed, as compared to the quantities provided in the agreement, resulting many times in undue benefits accruing

contd...3/-

to the contractors by way of increase of quantities of profitable items. There can be no doubt that in the cases where the quantities of various items to be executed are not correctly worked out, there are more contractual implications in the percentage rate agreements than in item-rate agreements. This is because the rates payable for individual items in the case of item rate agreements are generally in the vicinity of prevalent market rates, while in the case of percentage rate agreements, the rates payable for individual items (as worked out by adding the accepted percentage to the schedule-rate) may be very different from the realistic market rates of such items, as the percentage accepted is worked out after taking into account the losing as well as gaining items of the schedule.

6. Notwithstanding the implications of deviations in the percentage rate tenders, the fact also remains that percentage rate tenders are less complicated and easier to operate. Under the circumstances, on the basis of a suggestion made by the CTE's Organisation in one case, it has been decided as follows:-

- (i) When a particular type design is followed for the first time, a detailed estimate on the basis of structural and architectural design and drawing shall be prepared and tenders invited on item rate basis i.e. in Form PWD-8.
- (ii) Once actual quantities executed become available in respect of a particular type design on the basis

contd.../-

of actual execution at site for superstructure, these quantities may be considered for subsequent call of tenders on percentage rate basis, i.e. on Form PWD-7 in case more tenders are to be floated for the same type design. However, the quantities for the foundation and developments items within the pocket have to be worked out separately in each case.

(iii) Save the circumstances explained 1 & 2 above, the tenders for all the works must be invited on the prescribed form as stipulated in CPWD Manual Volume-II.

H.D. Sharma

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

JCCM2

1. All Chief Engineers, DDA;
2. All SEs, DDA (with 10 spare copies for Ex. Engineer);
3. Directors (Hort) North & South (with 5 spare copies for Divisions)
4. Director (MM) (with 2 spare copies for Store Divisions)
5. E.O.I, II & III in E.M. Office.

Copies for favour of information to:-

1. Vice-Chairman, DDA;
2. Finance Member, DDA;
3. Chief Accounts Officer, DDA;
4. Chief Engineer (QC), DDA; and
5. Chief Engineer (Design), DDA.

H.D. Sharma

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

Complied
11/3/93

*Delhi Development Authority
Engineers
Chief Engineer (West Zone)*

No. CEC/20/12(44)93/CEW/891

Date 11/3/93

Copy to:

SELPD

*SE, CC-5, 13, 17, EE, WD-1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 13, 15
for information and necessary action*

11/3/93

T.O. to CE/W

NO:EM1(10)83/ 3125

dated:- 3.3.93.

CIRCULAR NO.384

SUB: Tendering limits of contractors/Agencies
registered in D.D.A.

.....

In supersession of circular No.297 issued vide No.EM1(10)83/2908 dt.23.2.90, it is notified for information of all the concerned that the Contractors Registration Board has approved the enhancement of tendering limit for various works in D.D.A. The revised tendering limits are as under:-

| <u>Class/Categories</u> | <u>Tendering limits</u> |
|--|---|
| I. <u>Building & Roads :</u> | |
| Class-I(B&R) | Qualified to tender for works upto any amount. |
| Class-II(B&R) | Qualified to tender for works upto Rs.40.00 lacs. |
| Class-III(B&R) | Qualified to tender for works upto Rs.15.00 lacs. |
| Class-IV(B&R) | Qualified to tender for works upto Rs.5.00 lacs. |
| Class-V(B&R) | Qualified to tender for works upto Rs.1.50 lacs. |
| II. <u>Sewerage, Water supply & drainage:-</u> | |
| Class-I(SW&D) | Qualified to tender for works upto any amount. |
| Class-II(SW&D) | Qualified to tender for works upto Rs.40.00 lacs. |
| Class-III(SW&D) | Qualified to tender for works upto Rs.15.00 lacs. |
| Class-IV(SW&D) | Qualified to tender for works upto Rs.5.00 lacs. |
| Class-V(SW&D) | Qualified to tender for works upto Rs.1.50 lacs. |
| III. <u>Electricals :-</u> | |
| Class-I(Elect.) | Qualified to tender for works upto any amount. |
| Class-II(Elect.) | Qualified to tender for works upto Rs.5.00 lacs. |

K.S. 14

14/3/93

14/3/93

K.S. 14

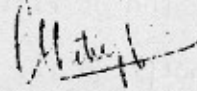
Class-III(Elect.)

Qualified to tender for works
upto Rs.2.00 lacs.

Class-IV(Elect.)

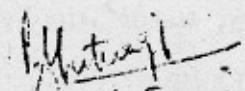
Qualified to tender for works
upto Rs.50,000/-


Hence forth the tender documents shall be issued as per the limits mentioned above and be implemented with immediate effect.


Secretary(C.R.B.)
D.D.A.

Copy to:-

1. All Zonal CEs with 20 spare copies.
2. CE(QC) with 6 spare copies.
3. CE(Design) with 5 spare copies.
4. Director(MM)/DDA.
5. Director(Hort.) N & S with 5 spare copies.
6. G.M., I.S.B.T./DDA with 4 spare copies.
7. SE(Vig.)-I & II with 5 spare copies.
8. C.A.O. with 10 spare copies for the circulation.
9. P.S. to E.M. for the information of the latter.
10. P.S. to F.M. for the information of the latter.
11. All EOs and A.Es of E.M. office.
12. Tender issuing clerks, Vikas Sadan/Vikas Minar.
13. FA(8)72/secy./CRB/Pl.


Secretary(C.R.B.)

D.D.A. 

No. EM1(10)83/ 3413

Date: 9.3.93

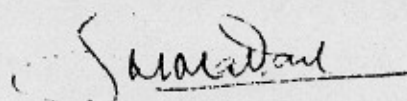
CIRCULAR NO. 385

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

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In supersession of an earlier circular issued vide letter No. WAB1(76)Pt.XV/Secy./8244 dated 20.6.91 directing for publishing of tender notifications in "Indian Trade Journal" besides other two daily newspapers, it has now been decided that in future no tender notifications should be published in the "Indian Trade Journal". These orders shall be implemented with immediate effect.

This issues with the approval of Vice-Chairman.



(S.M. MADAN)
DIRECTOR (MONITORING)

All C.Es, DDA

Director (MM)

All S.Es, DDA

Director (Hort.) N&S

All E.Es, DDA

All Dy. Directors (Hort.)

File NO: F.1(109)89/DPR/Pt. & File NO: EM.13(2)93/T.C.

Copy to:

1. V.C., DDA for kind information.
2. E.M., DDA for kind information.
3. Secy. (WAB), DDA for information.
4. C.P.W.D. Contractors Association (Regd.)
5. DDA Contractor's Association (Regd.), E-18, Vikas Kuteer, New Delhi-110002.
5. DDA Builders Association (Regd.), 1/64, KWS, Kirti Nagar Timber Market, New Delhi-110015.
7. DDA Contractors Welfare Association (Regd.), Vikas Kuteer, Block-A, Barrack No.I, New Delhi-110002.

No. EM1(10)83/3414

Dated: 9. 3.93

CIRCULAR NO. 386


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

.....

In supersession of standing instruction No.335 issued vide endorsement No.EM1(10)83/8336 dt.24.6.91 under the signatures of Director(Works), it has now been decided that in future no tender notifications shall be got published in the "Indian Tender Journal", Trade News Weekly, D-30, NDSE, Pt. I, New Delhi-110011.

These instructions shall be implemented w.e.f. 1.4.93.

This issues with the approval of Vice-Chairman.


(S.M. MADAN)
DIRECTOR (MONITORING)

All C.Es, DDA

Director (MM)

All S.Es, DDA

Directors (Hort.) N&S

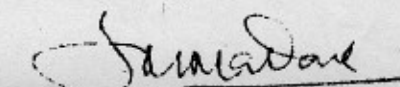
All E.Es, DDA

All Dy. Directors (Hort.)

File NO:F.1(109)89/DPR/Pt. & File NO:EM.13(2)93/T.C.

Copy to:

1. V.C., DDA for kind information.
2. E.M., DDA for kind information.
3. Secy. (WAB), DDA for information.
4. C.P.W.D. Contractors Association (Regd.),
Y-Shape Building, I.T.O., New Delhi-110002.
5. DDA Contractor's Association (Regd.), E-18, Vikas
Kutcer, New Delhi-110002.
6. DDA Builders Association (Regd.), 1/64 K.W.H.S.,
Kirti Nagar Timber Market, New Delhi-110015.
7. DDA Contractors Welfare Association (Regd.),
Vikas Kutcer, Block-A, Barrack No.-I, N.Delhi-110002


Director (Monitoring)

NO. EM.1(10)83/Vol IV/ 3320

DATED: 5.3.93

"STANDING INSTRUCTION NO: 387"

Sub: Uniform water consumption charges & boosting charges.

In supersession of all previous orders issued by various authorities in this regard, it has been decided that the following schedule of water consumption charges & boosting charges; initial security deposit and modalities of collection & recovery shall be applicable with effect from 1.4.93.

A. WATER CONSUMPTION CHARGES

1. For water consumption charges, schedule of rates applicable in DWS & SIU of MCD shall be applicable in DDA in general for all categories of connections as indicated therein and applicable in DDA. A copy of the present schedule of rates prevalent in DWS & SIU is enclosed for ready reference.

2. For un-metered domestic water connections, or for connections where the meters are found to be out of order, following scale of flat rate consumption shall be chargeable:

- i) MIG & SFS: 35 Kl. per month per connection.
- ii) LIG & Janta/EWS-30 Kl. per month per connection.

The rates per Kl. and other charges shall be applicable as in Para A(1), above.

3. Any change in schedule of rates, notified by MCD will automatically be applicable in DDA mutatis-mutandis.

B. BOOSTING CHARGES.

1. Uniform boosting charges @Rs.0.95 per Kl. shall be leviable in all such colonies/pockets, where boosting arrangements have been installed on the distribution system.

2. The boosting charges shall be applicable on the quantity of water billed for consumption charges.

3. The boosting charges shall be reviewed annually or and at the time of any revision of tariff of power by DESU.

Copy to all SPS FO & EC'S ...2...

Shi. Encl. att.

12
11/3

C. MODALITIES OF COLLECTION & RECOVERY OF CHARGES

1. Security deposit at the following rates will be realised at the time of giving connection by -
Executive Engineer concerned.-

- a) SFS/MIG Flats - Rs.250/-
b) LIG/EWS flats - Rs.150/-

2. BILLING CYCLE.

- i) Billing cycle of 3 months shall be maintained.
ii) Billing months for different colonies/pockets may be suitably staggered for administrative convenience.
iii) The bills shall be delivered between 1st & 10th of the first month succeeding the quarter billed for.
iv) For all metered connections, the bill shall be based on the water meter reading only.
v) Effective steps should be taken for disconnect water supply if the total arrears, at any time exceeds 90% of the security deposit. Similar action for disconnection should be taken if the Quarterly demand raised(bills) are not cleared within thirty days of the issue of the bill.

3. SURCHARGE FOR NON PAYMENT OF BILLS WITHIN THE STIPULATED PERIOD & DISCONNECTION.

.....
Same provision as contained in the MCD's schedule of rates shall be applicable mutatis-mutandis.

4) COLLECTION/RECOVERY OF WATER/BOOSTING CHARGES.

- i) All collection shall be made in CWS or Divisional Offices, as the case may be, wherever the same are located within a radius of 1 Km(approx.).
ii) For areas more than 1 KM away, collection may be arranged within the pocket/colony for atleast 3 days(to be notified in the bill in advance).Thereafter, collection of left out bills shall be at the centralised office.
iii) The payment through "Account Payee" cheques may be accepted subject to realisation. In case cheque gets dishonoured, the bill shall be subjected to usual levy of surcharge for delayed payment, if applicable.
iv) Bill proforma shall be as enclosed, subject to minor modifications wherever needed.

D MISCELLANEOUS:

1. The bill shall be rounded off to the nearest rupee (Rs. 0.51 and above to the next rupee & 0.50 & below to the lower figure).

2. INSTALLATION OF WATER METRES BY INDIVIDUALS:

As a policy, it has been decided that all connection holders-existing as well as prospective-should be insisted upon to get the water meters installed/rectified, where the connections are un-metered/meters are out of order, within a period of 3 months of issue of notice in that regard.

E. ARREAR BILLS:

- 1)i) For settlement of all arrears of recovery of water/boosting/misc.charges for the period between 1.1.92 & 31.3.93, the aforesaid rates & principles, effective from 1.4.93 may be applied.
- ii) For the arrears prior to 1.1.92, the cases may be settled by respective SEs/CEs on the basis of individual merits.
2. The surcharge for nonpayment/delayed payments for this period may be once condoned.
3. Reasonable time, say clear 30 days, may be allowed for clearance of arrear payments, beyond which surcharge may be levied.
- 4.(i) In case of heavy arrears, ^{the} ~~payment~~ ^{in three} ~~instalments~~ ^{suitable} may be allowed if so requested by allottee and agreed to by the Executive Engineer. In case of any default, surcharge may be levied. On each consecutive defaults rate of surcharge may be increased by 5%.
- ii) In case of default even beyond the date of last instalment, action for disconnection may be resorted to.
- 5)(i) Cases/payments settled prior to 1.1.92 shall not be reopened.
- ii) Payments already received ("on account" or otherwise) for the period 1.1.92 to date shall be reviewed & settled afresh on above principles.

.....4.....

6.(a) For all colonies/pockets the control of which has been recently transferred to MCD, the bills upto the date of transfer of services shall be raised and collected in DDA. For all cases of default by the allottee beyond 30.6.93 the respective amount of arrears including surcharge shall be listed and forwarded to DMS & SMI for recovery in accordance with the specific decision taken in the meeting held on 21.1.93, the minutes of which have been circulated by Engineering-in-Chief DMS & SMI vide No. EEC/A-46/93-5459 dated 22.1.93 (item No.8 refers).

(b) A drive should be launched for realisation of dues upto 30.6.93.

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

S.M. Madan

(S.M. Madan)
Director (Monitoring)

Copy to:

1. ✓ CE(NZ), (SEZ)(SWZ)(R) and (Elect.) with 50 spare copies each for further distribution.
2. CAO, DDA.
3. Director (Horticulture) North & South.
4. PS to VC
5. PS to EM for information.
6. PS to FM
7. File No. EM.1(7)79/WC/Pt. III.

S.M. Madan

Director (Monitoring)
DDA.

Office of the Chief Engineer
(North Zone)

DDA (ECN2) 92-93/17 vol IX / 599

AD
12.3.93

Copy to SEIS Circles 7, 11, 12, SE(P) III, for along with
Spare Copies for FEIS for information please

12/3

EA to CE(N2)
DDA
12/3/93

हो.डी.स.प्रति

बिल सं.

नाम व पता

जल हो

जीवन है

तुंद-तुंद

कीमतों है

इसे बचाइए

॥नेशनल स.॥ ॥पेयल साइज॥ ॥मीटर स.॥

कुल राशि विना सरचार्ज

भुगतान की अनंतिम तिथि

कुल राशि सरचार्ज सहित

गृहक प्रति

बिल संख्या

नाम व पता

सूचना:- जल प्रसार के बिल-----
-----के जो निम्नलिखित शाखाओं
में लगा हो सकते हैं :-
इस करने के बाद लिखे जाएंगे॥

॥क.न.॥ ॥पेयल साइज॥ ॥मीटर स.॥

बिल की अवधि-----से-----तक

मीटर पठन

विवरण

दर

राशि

वर्तमान

पिछला

कुल खपत

कि.ली.

कि.ली.

कि.ली.

तिथि

कि.ली.

पठन

+ 30%

मीटर रोडर के हस्ताक्षर

सैन्टल गवर्नमेंट
रोडर लिखी

। पैसा/कि.ली.

टिप्पणियाँ:-

बुकिंग फूल
कि.ली.

प्रति कि.ली.

७

भूलचूक सेनो देनो

पिछला तबथा
॥-॥ ॥+॥

आवश्यक सूचना:- एतद्वारा सूचित
किया जाता है कि यदि आपने देय
तिथि तक बिल की राशि का भुग-
तान नहीं किया तो देय तिथि के
30 दिन के पश्चात् आपका पानी
काटा जा सकता है।

कुल राशि

विना सरचार्ज

सरचार्ज

कुल राशि

सरचार्ज सहित

ह.वि.लि.

ह.वि.निरीक्षक

अधीक्षक

देव

(MUNICIPAL CORPORATION OF DELHI)
SCHEDULE OF RATES.
1991-92.

1. Taxes:
 - 1) Water Tax: 1% of the rateable value.
Lands & Buildings.
 - 11) Scavenging Tax.
 - a) All lands & buildings used or to be used for non residential purposes 5% of the rateable value.
 - b) Hotels & Restaurants, Clubs, Ice Factories, Cinemas. 10% of the rateable value.
2. Water-Charges:

CATEGORY-1.

(Domestic @35 paise per KL upto 20 Kls per water connection per month and 70 paise per KL for the additional consumption above 20 Kls plus 30%)

- 1) Premises used solely for domestic and residential purposes including such residential and domestic buildings having lawns and kitchen gardens.
- 2) Dhobi Ghats, Andh Vidhalayas, Cremation Grounds and religious, places, poor homes for destitutes invalids etc. run on charity.
- 3) Places meant for drinking purposes only.
- 4) In case of bulk connections for a colony serving number of residential premises, 20 Kls per month/per residential unit having individual water connection will be charged at 35 paise per KL and the excess consumption at 70 paise per KL, subject to minimum charges of Rs.7.50 per month/per dwelling unit.
- 5) Orphanages-Entire consumption be charged @35 paise per KL.
- 6) Water connection in religious premises specially approved by the DWS & SDU Committee/Corporation free water supply upto 40 KL per month & additional consumption @35 paise per KL.
- 7) Hostels attached with Educational Institutions having separate water connection.
- 8)(a) Water charges at concessional rate of 11 paise per KL upto 45 Kls per month and additional Consumption at the normal rates in the higher slab from the employees of the DWS & SD Undertaking subject to the condition mentioned in the Resolution No.710 dated 26.3.1971 residing in other than Municipal accommodation.

- 2-
- (b) Rs.2/- per month per quarter from the employees of the DWS & SDO undertaking residing in Municipal accommodation (Resolution No.526 dated 1.12.1983.)
9. Water connection in JJ/R/settlement colonies/Rural Areas be charged @Rs.7.50 per month including Cess plus 30%.

CATEGORY-II.

(Non-Domestic @Rs.3/- per KL upto 50 KLS per connection/ per month and Rs.5/- for additional consumption beyond 50 KLS per month, plus 30% of water charges)

Shops, Offices, House hold industries being run in residential premises, Hospitals, Clinics, Dispensaries, Educational Institutions, Public Urinals & latrines, Cattle Troughs, Eating Houses, Restaurants, Petrol Pumps without service Stations, Stadia, Vegetable/Milk Booths, Banks Professional Training Institutes, Jails, Creches, Libraries, Reading rooms, Dairies, Dry Cleaners, Guest Houses and Working Women's Hostels.

CATEGORY-III.

(Non domestic @Rs.5/- per KL upto 50 KLS per month per connection Rs.6.50 per KL for additional consumption upto 100 KLS and Rs.8/-per KL beyond 100 KLS per month, plus 30%).

Cinemas, Ice Factories, Ice-Cream Factories, Cooling Plants, Aerated Water Factories, Mother Dairy/Milk Plants all types of industries excluding Household Industries mentioned under Category-II, Railway Stations, Yards/Work-Shops, Exhibition Grounds, ISBT, DTC Depots, Horticultures, Hot-Mix Plants, Swimming Pools excluding of Education Institutions. Petrol Pumps-cum-Service Station petroleum Depots, Laundries, Printing Press, Bakeries, Flour Mills, Theatres, Circus, Power Generation Plants, Gas Oil Installations ~~fountains~~ or ornamental use of water, Zoo, Poultry Farms and Clubs.

Any other premises not mentioned in Category-II and category-III above may be classified in the above categories depending upon the use/nature of the premises.

Notes:1(a) In case of building and roads, where water is utilised for construction purposes, water charges shall be recovered at Category-I, II, III rate as the case may be plus charges at the rate of Rs.1/- per cubic metre of cubical contents of the buildings under construction/constructed.

...3...

b) In case of premises where unmetered water supply exists and construction/reconstruction takes place and water for construction purposes is used without information/prior permission double the rate of cubic contents will be charged irrespective of fact of existence of private source of water.

2. In case of metered water supply is used for purposes falling under different categories in buildings, water charges shall be recovered at the highest rate unless separate metered water connections are obtained for different uses of water. In case a portion of a building, where trade or profession is carried on but there is no water tap, water charges from rest of the building used solely for domestic purposes shall be charged under

Category-1.

3. In cases of colonies having metered supply. if any part of parts of the colony are used for a purpose where different rates or rates are chargeable and where separate water connection cannot be obtained for any reason or for practical difficulties compounded charges worked out on the difficulties of rates and the estimated quantity of water consumed, pro-rata may be recovered.

4) a) In all cases where water charges are recoverable by measurement, it shall be a condition of such supply that the charges to be paid for water consumed while the meter is out of order or under repair or under test, shall be computed on any of one or more of the following basis, as may be decided by the Commissioner at his discretion:-

- i) On the actual consumption recorded by the meter, if the same is found to register 5% variation on either side on test.
- ii) On the average of the immediately 12 months, preceding readings. Ignoring the last reading on which the meter stopped. Average on future consumption may be worked out depending upon the circumstances of each case but not as a rule.
- iii) On the consumption of the corresponding period of the previous year.
- iv) On discharging capacity of the connection having regard to its size, length, hours of supply etc. but not exceeding twice the maximum monthly consumption recorded during previous twenty four months.

- v) On such reliable data, as may be considered reasonable.
- b) For the purposes of these rules, a meter shall be deemed to be out of order if:
 - 1) When there is obvious error in recording consumption by the meter.
 - 11) If there is reason to believe that the consumption recorded by the meter is not correct, having regard to past or subsequent recorded consumption and other circumstances of the case.

5. In case of seasonal industries/commercial concerns such as Ice Factories, Ice Cream Factories, Cold Drink Factories etc., if a meter becomes defective, the average of the corresponding period of previous year when the meter was in order, may be taken having due regard to the manufacturing capacity of the concerned seasonal industries/commercial concern.

6. MINIMUM CHARGES:

| Size of meter marked in mm | Monthly | |
|----------------------------|----------|------------|
| 15 | Rs.7.50 | } plus 30% |
| 20-25 | Rs.100/- | |
| 40-50 | Rs.200/- | |
| 80 and above | Rs.500/- | |

7. METER TESTING FEE

If a meter is tested at the instance of the consumer, testing fee at the following rates shall be charged in advance:-

| Size of meter marked in mm | Monthly. |
|----------------------------|----------|
| 15 | Rs.25/- |
| 20-25 | Rs.50/- |
| 40-50 | Rs.100/- |
| 80 and above. | Rs.200/- |

N.B. In case of private meters which are removed and refixed by a licensed plumber for Regd.Consumer. only Rs.15/- be charged as testing fee for 1/2 inch.

8. UNMETERED SUPPLY

- (a) Due to technical difficulties, if a water connection is sanctioned and installed without meter, for domestic and residential purposes, as agreed to between the consumer and the Delhi Water Supply & Sewage Disposal Undertaking, the water charges will be levied as under in respect of water connections sanctioned un-metered in unauthorised/regualarised colonies/other than JJ/R/settlement colonies/

Slum tenements:

Size of Ferrule

| | | | |
|---|--------------|--------------|--------------|
| Upto 3 taps per month (Shower & Wash Basin not to be treated as tap). | 1/4" Rs.12/- | 3/8" Rs.30/- | 1/2" Rs.60/- |
|---|--------------|--------------|--------------|

Rs.15/-P.M. per W.C. for the first 6 months of the sanction of the WC & Rs.15/-P.M. per water connection if not converted into metered W.C. there after plus 30%.

For every additional tap Rs.5/- Rs.7/- Rs.10/-

- b) All domestic water connections with meters/unmetered in rural areas be charged at a flat rate of Rs.7.50 per month upto 3 taps (shower and wash basin not to be treated as tap) and Rs.2/- per month for every additional tap plus 30%)
- c) In case the water is used for non-domestic purposes water charges shall be recovered at double the rate or as per site position, if water is found using for processing purposes.
- d) All existing domestic water connections, running without meter in slum tenements/premises other than mentioned above will be charged @ Rs.25 Khs per month/per W.C. subject to revision on meter reading basis plus 30%.

9. METER MAINTENANCE CHARGES:

In addition to above, meter maintenance charges shall be charged at the following rates for all meters, provided by the Corporation:-

| <u>Size of Meter in MM</u> | <u>Rate per Month.</u> |
|----------------------------|------------------------|
| 15 | Rs.1.50 |
| 20 | Rs.5.00 |
| 25 | Rs.10.00 |
| 50 | Rs.20.00 |
| 80 | Rs.30.00 |
| 100 | Rs.40.00 |
| 150 | Rs.60.00 |
| 200 | Rs.80.00 |
| 250 and above. | Rs.100.00 |

.....6.....

- i) In case the payment of water bill is not made within 15 days of the receipt of bill, a surcharge at the rate of 5% of the amount of current water bill, shall be recovered and in case of failure to pay the bills within 30 days of the date of issue of the bill, the water supply will be liable to be disconnected without assigning any reason and will be opened on payment of Rs.25/- as disconnection charges and Rs.25/- as re-opening charges. Rebate for Rs.2/- may be given if payment of water charges by the consumers of JJ/Resettlement colonies and Rural Areas is made for four months in advance.
- ii) Surcharge may be exempted at the discretion of the Commissioner.
- iii) Cess at the rate prescribed from time to time under water (Prevention & Control of Pollution) Cess Act., 1977 be charged in addition to the water charges.
- iv) Special rate of water charges in respect of Municipal Corporation Schools having unmetered supply, be charged at the rate of 80 paise per student per month, for 12 months in a year including water cess plus 30%.

Having carefully considered the budget estimates as presented by the Commissioner and after having obtained further necessary information and also having regard to all the requirements of the Act the Budget Estimates pertaining to Delhi Water Supply & Sewage Disposal Undertaking are framed and adopted in exercise of powers of the Delhi Water Supply & Sewage Disposal Sewage Committee/Standing Committee/Corporation conferred u/s 490 (2) (b) of the D.M.C. Act 1957 as under.

P. L. Apora
Director of Revenue.

NO:EM1(10)83/3965

Dated: 18-3-93

CIRCULAR NO. 388

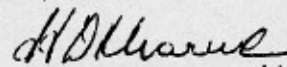
- Subject : (i) Proper preparation of schedule of items/quantities in the N.I.T.'s.
- (ii) Issue of N.I.T.'s and Technical sanctions only after issue of structural drawings for the foundations.

CTE during the inspections of many works in DDA has observed that the schedule of Items/quantities in the NITs are not being framed properly, resulting in large scale deviations in the quantities of various items beyond the specified limits in the contracts as well as cropping up of various extra and substituted items having contractual and financial implications.

It is enjoined upon all engineers preparing detailed estimates and NITs to ensure that in future the schedule of Items/quantities are prepared accurately and strictly as per the requirements of architectural and structural drawings, so that as far as possible, the deviations in the quantities, are contained within the contractual limits and extra and substituted items are avoided during the operation of the contract.

It has also been decided that infuture, N.I.T.'s and Technical sanctions should be issued only after issue of structural drawings for the foundations of the schemes.

These instructions must be followed meticulously, failing which, action shall be initiated against the defaulting engineers.

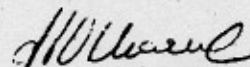


(H.D. SHARMA)
ENGINEER MEMBER

1. All Chief Engineers, DDA.
2. All SEs, DDA.
3. Director(Hort.) North & South, DDA.
4. Director(Materials Management), DDA.
5. All EEs, Civil and Electrical, DDA.
6. All Dy. Directors(Hort.), DDA.
7. File No. EM13(3)93/TC.

Copy to :-

V.C., DDA for information.



ENGINEER MEMBER
D.D.A.

2
73.

DELHI DEVELOPMENT AUTHORITY

NO:EM1(10)83/1019

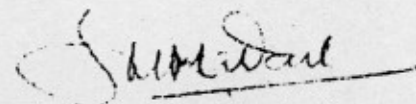
CIRCULAR No. 389

dt. 19/3/93

Corrigendum to Standing Instruction No.363

SUB: Pre-Qualification criterion for call of tenders for specialised jobs.

Standing Instruction No.363 on the above cited subject was issued vide EM1(10)83/14363 dt.9.10.92. This Standing Instruction was, infact, issued as Addendum to Standing Instruction, No.359, and not 355 as erroneously mentioned therein.

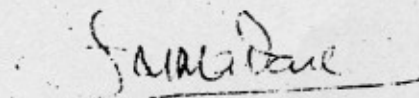

Director(Monitoring)

All Zonal CEs(C), CE(E)
CE(QC)/CE(Design), CE(Slum)
Director(Hort.): North & South.

All SEs(Service through concerned CEs)
All EEs(Service through concerned CEs)
G.M., I.S.B.T.

Copy to:-

1. P.S. to Engineer Member for kind information of the latter.
2. The Secretary(CRB), DD A.
3. E.O.II & III.
4. F.O. to E.M.
5. The Secretary(WAB)
6. File No. 54(8)120/89/Secy./CRB.


Director(Monitoring)
D.D.A.

DELHI DEVELOPMENT AUTHORITY

NO:EM1(10)83/5923

Dated:- 8/4/93

CIRCULAR NO. 390

SUB: Publicity policy for issue of tender notices
by various Engineering Division of DDA.

In supersession of all the previous instructions on the matter, Delhi Development Authority in its meeting held on 19.2.93 vide item No.26/93 has decided the following guidelines to be followed, in future, regarding publishing of tender notices by the various Engineering Divisions of DDA :-

1. The various newspapers shall be grouped in the following two categories on the basis of their circulation in Delhi.
 - a. Newspapers having daily circulation less than 50,000 (Group-'A').
 - b. Newspapers having daily circulation above 50,000 (Group-'B').

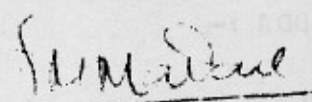
The current list of the various newspapers falling in the above two categories of Group-'A' & Group-'B' is given in Annexure-I.

These lists indicating Newspapers under the two groups shall be up-dated every year by the Publicity Cell of DDA after verification of circulation by obtaining a certificate from CPWD/DAVP circulation/ADC circulation. These up-dated lists shall be circulated every year by Dy. Director(Publicity) for information of all the Divisional Officers.

2. The newspapers selected should be "Morning Dailies".
3. The newspapers from Group-'A' will be selected on rotational and equitable basis and from Group-'B' in a manner so as to ensure maximum publicity through a mix of various newspapers.
4. The total expenditure of Group-'A' newspapers should not be more than 10% of the total advertisement expenses of the Division.
5. No paper should be recognised as a specialised newspaper for tender notices etc. unless it is recognised by CPWD or DAVP as such and, therefore, all newspapers will be treated at par with the newspapers of that particular group to which the paper belongs.

6. Tender notices may be published only in one English and one Hindi newspaper under Group-'B' (Circulation of more than 50,000), and, one newspaper from Group 'A' (out of the list of English and Hindi Newspapers).
 7. Practice of giving repeat advertisement may be stopped.
 8. For ensuring economic utilisation of news print space, a standard format may be adopted for tender notices and display will be as per the format with modifications, whenever necessary.
- The above instructions must be followed scrupulously.

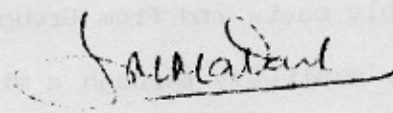
Encl: Annexure-I


(S.M. MADAN)
DIRECTOR(MONITORING)

1. All C.Es, DDA with 20 spare copies for further circulation amongst various SEs/EEs.
2. Secretary, D.D.A.
3. Director(MM) with 5 spare copies for further circulation amongst EEs.
4. Director(Hort.) North with 10 spare copies for circulation amongst Dy. Director(Hort.).
5. Director(Hort.) South with 10 spare copies for circulation amongst Dy. Director(Hort.).
6. P.M., I.S.P.T., DDA with 5 spare copies for circulation amongst EEs.
7. Dy. Director(Publication).
8. File No.F1(2)91-DPB.

Copy to:-

1. V.C., DDA for kind information.
2. E.N., DDA for kind information.
3. F.M., DDA for kind information.


DIRECTOR(M)
D.D.A.

CHIEF ENGINEER (WZ)S OFFICE
(FINANCE BRANCH)

No.FO/CE(WZ)1(41)92/

Dated:

Copy to all EEs/SEs (West Zone), DDA for information & necessary action.

F.O. to CEX WZ)

GROUP 'A' (Circulation between 5000 to 50000)

1. Statesman (English)
2. The Page (Hindi)
3. Financial Express(English)
4. Bandematram(Hindi)
5. Veer Arjun(Hindi)
6. National Herald(English)
7. Patriot(English)
8. Economic Times(English)

GROUP 'B' (Circulation exceeding 50000)

B.1 Hindi Newspapers

1. Navbharat Times
2. Punjab Kesri
3. Rashtriya Sahara
4. Jansatta
5. Hindustan
6. Dainik Jagran

B.2 English Newspapers

1. Indian Express
2. Times of India
3. Hindustan Times

NO:EM1(10)83/5922

Dated:- 8/4/93

CIRCULAR NO. 391

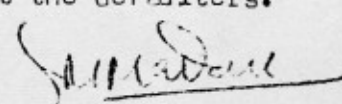
SUB: Maintenance/Repairs of Roads in Delhi.

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In the 131st meeting of the Standing Committee held on 15.3.93, it was reiterated that materials used during the construction and/or repairs of roads should be strictly as per C.P.W.D./ISI specifications.

It is, therefore, enjoined upon all the field Engineers in D.D.A. to ensure that the materials used for construction and/or repairs of roads in the areas under their jurisdiction are strictly as per the relevant C.P.W.D./ISI specifications.

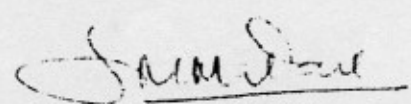
These instructions must be followed scrupulously by all concerned, failing which, disciplinary action may, ^{be} initiated against the defaulters.


(S.M. MADAN)
DIRECTOR(MONITORING)

1. All the Chief Engineers with 25 spare copies for circulation.
2. C.E.(QC) DDA with 10 spare copies for circulation.
3. C.E.(Design) with 10 spare copies for circulation.
4. G.M., I.S.C.T., with 10 spare copies for circulation.
5. Director(MM) with 5 spare copies for circulation.
6. Director(Hort.) North & South with 10 spare copies for circulation.
7. File No.EM1(5)84/Vol. XI.

Copy to:-

1. V.C./DDA for kind information.
2. E.M./DDA for kind information.


DIRECTOR(MONITORING)
D.D.A.

DELHI DEVELOPMENT AUTHORITY
EM'S OFFICE

NO: EM1(10)83/ 433

Dated:- 13.4.93

CIRCULAR NO. 392

SUB: Clear specifications must be elaborated
in N.I.T.'s for all Non-Scheduled Items.

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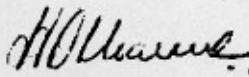
C.T.E., during inspection of one of the works in D.D.A., had observed that no details and specifications had been incorporated in the Agreement for one of the non-scheduled item of providing fibre glass roof, and such an omission could lead to contractual and financial implications.

It is, therefore, enjoined upon all engineers to clearly incorporate, in all the N.I.T.'s, complete details and specifications of all Non-scheduled items so that there are no complications in the execution of such items during the operation of the contract.

1. All C.E.'s, D.D.A.
2. All S.E.'s, D.D.A.
3. Director(M.M.)
4. Director(Hort.) North & South.
5. All J.E.'s, D.D.A.
6. All Dy. Directors(Hort.), D.D.A.
7. File No.EM3(19)78/QC/SH-45.

Copy to:-

V.C., D.D.A. for information.


(H.D. SHARMA)
ENGINEER MEMBER

2
6/4


ENGINEER MEMBER.
D.D.A.

2
4/4

DELHI DEVELOPMENT AUTHORITY

NO:EM1(10)83/6221

Dated:- 16.4.93

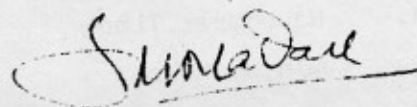
CIRCULAR No. 393

(Corrigendum to Circular No.390)

Sub: Publicity policy for issue of tender notices by various Engineering Divisions of DDA.

While issuing Circular No.390, inadvertently complete Annexure-I had not been enclosed therein. Therefore, complete Annexure-I is now being enclosed, which should be referred to in lieu of the earlier Annexure-I enclosed with Circular No.390, while following instructions contained in the said circular.

Encl: As above.

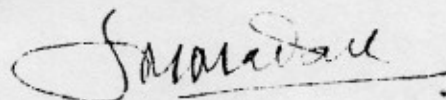


(S.M. MADAN)
DIRECTOR(MONITORING)

1. All C.Es, DDA with 20 spare copies for further circulation amongst various SEs/EEs.
2. Secretary, DDA.
3. Director(MM) with 5 spare copies for further circulation amongst EEs.
4. Director(Hort.) North with 10 spare copies for circulation amongst Dy. Director(Hort.).
5. Director(Hort.) South with 10 spare copies for circulation amongst Dy. Director(Hort.).
6. G.M., I.S.B.T., DDA with 5 spare copies for circulation amongst EEs.
7. Dy. Director(Publicity)
8. File No.F1(2)91-DPB.
9. File No.EM13(5)93/TC.

Copy to:-

1. V.C., DDA for kind information.
2. E.M., DDA for kind information.
3. E.M., DDA for kind information.



Director(M)
D.D.A.

ROSTERGROUP 'A' (Circulation between 5000 to 50000)

1. Statesman (English)
2. The Page (Hindi)
3. Financial Express (English)
4. Bandematram (Hindi)
5. Veer Arjun (Hindi)
6. National Herald (English)
7. Patriot (English)
8. Economic Times (English)

GROUP 'B' (Circulation exceeding 50000)B 1. Hindi Newspapers

1. Navbharat Times
2. Punjab Kesri
3. Rashtriya Sahara
4. Jansatta
5. Hindustan
6. Dainik Jagran

B 2. English Newspapers

1. Indian Express
2. Times of India
3. Hindustan Times

- I. One Newspapers from Group 'A' will be selected on rotation basis in the order given in the roster above.
- II. One Newspaper of Hindi and one Newspaper of English in Group 'B' will be selected on rotation basis in the order mentioned in the roster above. This will give the optimum publicity for the NITs.
- III. NITs will be published total in three newspapers i.e. one from Hindi Group 'B' one from English Group 'B' and one from Group 'A' (Hindi & English combined).

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NO:EM1(10)83/ 6371

Dated:- 19.4.93

CIRCULAR NO. 394

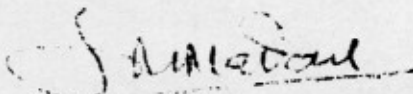
SUB: Grant of justified extension of time even before the work is completed for facilitating payments to the contractors under clause-10 CC.

-.-.-

In one of the works examined by CE(QC), it was observed that the concerned SE had authorised the EE to release payments under clause-10cc without formally granting extension of time, after obtaining an undertaking from the contractor that, if due to grant of final extension of time the amount was not found admissible, the contractor would refund the amount so paid alongwith interest. Clause-10cc clearly stipulates that payment under this clause beyond the stipulated date of completion can be made only for the period for which the contract is validly extended under the provisions of clause-5 of the contract without any action under clause-2. The C.P.W.D. Manual Vol.II also provides under Section33, para 6.1 that the date of completion must be duly extended in writing without levy of compensation before the date of completion beyond the original contract period.

It is, therefore, enjoined upon all SEs to examine extension of time cases when referred to them at any stage of work and formally grant the justified extension of time. Once extension of time without levy of compensation has been granted by the competent authority, i.e. SE, and formal orders issued extending the contract period, then there is no further authorisation required to be given to the EE for making payment under clause-10cc.

All EEs should also ensure that payment under clause-10CC for a period beyond the stipulated date of completion is released only when the extension of time for the period has been granted in writing by the SE without levy of compensation.


(S.M. MADAN)
DIRECTOR(MONITORING)

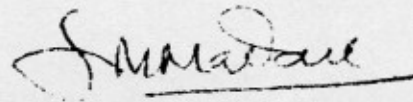
1. All C.Es, DCA.
2. All S.Es, DDA.

../2/..

3. All E.Es, DDA.
4. G.M., I.S.B.T.
5. Director(Hort.) North & South.
6. Director(MM), DDA.
7. Dy. Director(Hort.) DDA.
8. File No. CE(30) FD/85-86/Works/134/Pt.
9. EM13(4)93/TC

Copy to:-

D.S.D. to V.C. for kind information of the latter.



Director(Monitoring)
D.D.A.

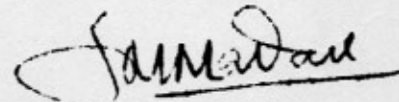
NO: EM1(10)83/ 6533

Dated:- 20.4.93

C I R C U L A R No. 395

SUB: APPOINTMENT OF ARBITRATORS.

I have been directed to convey that the arbitration cases should, in general, be assigned to the Superintending Engineers(Arbn.) of D.D.A., only, so as to be able to have optimum output from these two offices.

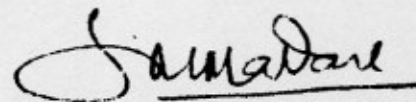


(S.M. MADAN)
DIRECTOR(MONITORING)

ALL CHIEF ENGINEERS

Copy to:-

1. V.C., DDA for kind information.
2. E.M., DDA for kind information.



Director(Monitoring)
D.D.A.

NO.EM1(10)83/ 7432

Dt. 12-5-93

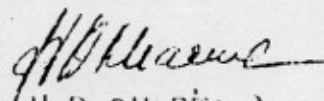
CIRCULAR NO. 396

Subject: EXPEDITING OF ARBITRATION CASES.

Comprehensive instructions were earlier issued vide Standing Instruction NO. 313 dated 6/2/91, enjoining upon all E.Es. to ensure that counter statements of facts were submitted before the arbitrators without any delay and directing that postponement of the date of hearing should not be sought until and unless totally unavoidable. It was also directed that no adjournments should be sought from the arbitrators by the EEs without obtaining specific written prior approval of the C.E.

In spite of these explicit instructions already issued, complaints are continuing to pour in from the Arbitrators that the respondents, i.e. E.Es, are dilly-dallying in the matters of submission of counter-statement of facts as well as attending the arbitration proceedings, which not only results in the avoidable delay in the conclusion of the arbitration cases but also adversely affects the departments' interests.

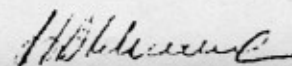
It is, therefore, once again reiterated that the instructions as issued vide circular NO. 313 dt. 6/2/91 should be scrupulously followed, failing which, disciplinary action may be initiated against the erring EEs.


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

1. All CEs, UDA with 20 spare copies for further circulation amongst various SEs/EEs.
2. Secretary, UDA.
3. Dir.(MM) with 5 spare copies for further circulation amongst EEs.
4. Director(Hort) North with 10 spare copies for further circulation amongst Dy. Directors(Hort.).
5. Director(Hort.) South with 10 spare copies for circulation amongst Dy. Dir.(Hort.).
6. S.M., I.S.B.T. with 5 spare copies for circulation amongst EEs.
7. File NO. EM2(25) 88/Arbn.

Copy to :-

1. J.C., UDA for kind information.
2. S.M., UDA for kind information.
3. E.O.-I, II, III/DDA.



DELHI DEVELOPMENT AUTHORITY
(PLAN CO-ORDINATION BRANCH)

472
2 MAY 1993

5(62)/Ten./PC/92-93/242

Date:- 26/5/93

CIRCULAR NO 397

This office has been receiving a number of letters from Finance, pointing out that the concerned officers of Engineering Wing are not attending to Draft Paras/CAG Paras, serious irregularities pointed out by the Internal Inspection Party as well as External Audit Party with due sense of priority, as a result of which the Finance is compelled to bring the matter to the notice of the undersigned and V.C.

It is enjoined upon all the Chief Engineers to ensure that the information/comments sought by the Finance/CAO are collected and sent promptly & due priority is accorded to such references at all levels. There should be no occasion for CAO to seek intervention of FM/EM/VC for obtaining necessary comments/replies in respect of draft audit/CAG paras.

Non-compliance of above instructions shall be viewed seriously.

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

✓ CE (WZ)

1. All Chief Engineers/DDA
2. All SEs(Ten copies spare for EEs).
3. E.O.I to E.M. for information.

Copy to:-

- 1) FM, DDA
 - 11) CAO, DDA
- I The replies/comments in respect of draft audit/CAG paras etc. may please be obtained from the concerned field officers/CEs and not from the EM. Only cases requiring specific comments, intervention of the EM may be referred to this office.

H.D. Sharma
ENGINEER MEMBER:DDA

CHIEF ENGINEER (WZ)s OFFICE
(FINANCE BRANCH)

NO:FO/CE(WZ)/87/Circular/Vol.I/2044

Dated: 11.6.93

Copy to all SEs/EEs(West Zone) for information and necessary action.

NO:EM1(10)83/Vol.IX/8653

dated:10-6-93

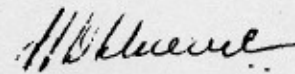
STANDING INSTRUCTION NO: 398

Subject: DDA Contractors Labour Regulations & Model
Rules - Strict Supervision & Control.

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Health hazards and even some deaths of labourers on account of insanitary conditions and lack of potable water for drinking at construction sites have been reported in the press. To safeguard the interest of the labour/work people employed by the contractors at the construction sites of DDA, sufficient provision exists in the contract agreements in the form of "Model Rules for the protection of health and sanitary arrangements for workers employed by DDA or it's contractors". The Model Rules provide for the protection of health of the workers and making sanitary arrangements for them at construction sites which interalia includes arrangement for sufficient supply of cold water fit for drinking with a clean and hygienic surrounding. Similar facility has also to be provided for washing & bathing etc.

In order to avoid recurrence of such events, it is enjoined upon all Executive Engineers to ensure strict control and implementation of the stipulated rules at Work Sites, in accordance with the provisions contained in the contracts. A safe source of potable water must invariably be ensured. As in the case of other water supply systems, it must be ensured that water samples are got tested at regular intervals to see that the water being supplied to the workers is fit for human consumption and a proper record of such tests is maintained at site for inspection.


(H.D. SHARMA)
ENGINEER MEMBER

All Chief Engineers i/c C.E.(Elect.)

All Suptdo. Engineers i/c S.Es(Elect.)

Directors(Hort.) North & South

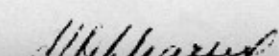
Dy. Directors(Hort.)

All Executive Engineers i/c Ex . Engrs. (Elect.).

File No.EM1(10)83/Vol.IX

Copy to:-

1. V.C./DDA for kind information.



NO:EM1(10)83/8756

Dated:- 14-6-93

STANDING INSTRUCTION NO. 399

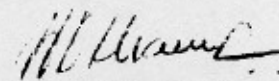
SUB: Avoiding of emergent situations necessitating award of work orders at very high rates.

In one of the cases referred by C.E.(QC) regarding "Award of work order at high rate", the concerned Chief Engineer had justified the award of works on very high rates to the contractor on the grounds that the works were of very emergent nature.

C.V.C., while communicating its views in this case, has advised that, as a preventive measure, such emergencies should be avoided because this gives scope to award of works at high rates in the name of emergency.

It is, therefore, enjoined upon all engineers to ensure that all possible steps are taken well in advance, so that development of such extreme emergencies is avoided to the maximum possible extent.

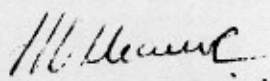
These instructions must be scrupulously followed.


ENGINEER MEMBER.
D.D.A.

1. All Chief Engineers, DDA alongwith 25 spare copies.
2. Director(Hort.) North & South, DDA with 20 spare copies.
3. Director(MM) DDA with 10 spare copies.
4. E.O.II & III.
5. File No.EM14(9)93/Vig./

Copy to:-

1. V.C./DDA for kind information
2. F.M./DDA for information.
3. Chief Vigilance Officer for information w.r.t. his letter No.F27(261)90/EE(Vig.)III/138/907 dt.30.4.93.


ENGINEER MEMBER.
D.D.A.

NO:EM1(10)83/9007

Dated:-21/6/93

CIRCULAR No. 400

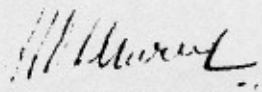
SUB: Poor test results of samples collected by
Q.C. Wing during their inspections.

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It has been reported by the C.E.(QC) that the percentage of failure of samples collected by the officers of the Q.C. Wing during their inspections in the last three years had been more than 50%, which, off late, has increased to an alarming 75% during the first quarter of the current year. Such a high percentage of failure of test samples is a matter of grave concern and V.C., DDA has taken a serious note of the same. Needless to point out that such a high percentage of failure of samples is a very sad reflection of the inadequate/ineffective supervisory control being exercised by the field staff during the execution of the works. This trend definitely needs to be reversed, as the department just can not afford to allow the continuance of such a state of affairs.

It is, therefore, enjoined upon all field engineers to ensure that the entire quantity of the materials, brought to site by the contractors, strictly conforms to the specifications. There should be no reason of the failure of any sample collected from the materials which have been brought to the site and are being used in the work. In future, strict action shall be taken against the defaulting JEs/AEs/EEs, in case, high percentage of failure of samples collected from the work sites under their control is detected. This note of caution may please be noted carefully by all concerned.

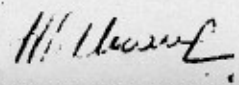
These instructions must be scrupulously followed.


(H.D. SHARMA)
ENGINEER MEMBER

1. All C.Es, DDA i/c CE(Elect.) and CE(QC).
2. All S.Es, DDA i/c SE(QC).
3. Director(Monitoring)
4. Director(Hort.) South and North.
5. All EEs, DDA i/c EE(QC) and EE(Elect.)
6. All Dy. Directors(Hort.)DDA.
7. File No.PA/Secy./DDA/Misc./93.

Copy to:-

V.C., DDA for kind information.


ENGINEER MEMBER