

DELHI DEVELOPMENT AUTHORITY

NO: EM1(10)/83/

9147

Dated: 24/6-93


CIRCULAR NO. 401

SUB: Removal of jhuggies from construction sites by the  
contractors after completion of works.

During a recent inspection of DDA works by Hon'ble L.G., it was observed by him that certain jhuggies constructed by the labour of the contractor were still existing in open/green areas although the work had since been completed. L.G. took a very serious view of continuance of such jhuggi clusters of the contractor's labour even after the completion of the works.

In this context, attention of all field engineers is specifically invited towards provisions of clause-6 of P&D-7 & 8 generally used for contract agreements in DDA, which clearly stipulates that Engineer-in-Charge shall not issue any certificate of completion, provisional or otherwise, until & unless the contractor has removed huts and sanitary arrangements constructed for their work people, besides removal of malba & scaffoldings etc. It has also been stipulated in Clause-6 that, in case the contractor fails to do the same, the Engineer-in-Charge can get the site cleared of all jhuggies, malba & scaffolding etc. at the expense of the contractor. It is, therefore, enjoined upon all engineers to invariably ensure that all the jhuggies/huts, constructed by the contractors at work sites for their labour, are completely removed from the work sites before issuing the completion certificate of the works. They are also directed to effectively operate Clause-6 to ensure that such jhuggies/huts of the labour are not allowed to continue at work sites after physical completion of the works.

These instructions must be strictly followed failing which it would invite disciplinary action against the erring officers/officials.

  
(H.D. SHARMA)  
ENGINEER MEMBER

1. All Chief Engineers, DDA, 1/c CE(QC) & CE(Elect.)
2. All S.Es, DDA. 1/c SEs(QC) and SEs(Elect.)
3. Director(MM), DDA.
4. Director(Hort.) South And North.
5. All E.Es, DDA. 1/c E.E.'s(QC) and E.E.'s(Elect.)

.. / 2 / ..

6. All Dy. Directors (Hort.), DDA.

7. File No. EM15(3)93/Inspection.

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Copy to:-

1. OSD to LG for kind information of the latter.

2. V.C., DDA for kind information.

*William C.*

ENGINEER MEMBER.

D.D.A.

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176

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

No:EM.1(10)83/Vol.IX/9960

DATED: 12/7/93

Standing Instruction No: 402

SUBJECT: Preventive measures regarding cholera and gastro-enteritis.

(1) The instances of cholera and gastro-enteritis in Delhi have been noticed in the past due to insanitary conditions and supply of contaminated water. One of the causes of contamination of water could also be illegal installation of on-line Booster Pumps by the users.


To prevent this menace, all the on-line boosters installed by the residents of the colonies/housing pockets under the charge of DDA must be disconnected at the earliest by issuing notices to the residents, warning them of disconnection of supply and involving Residents Welfare Associations etc.

(2.) In case the offence is repeated by some residents even after service of the notices, warning disconnection of the supply, prosecution should be launched against such persons and their boosting pumps seized.

(3.) The Residents Welfare Associations be activated in checking all the connections from the pipelines onward into their houses including the overhead tanks through licensed plumbers.

(4.) Contamination could also be due to the water lines passing through drains or near the sewers. Immediate action should be taken for rectification/remodelling of the system, wherever necessary, so as to ensure that no water-line passes through a drain or near a sewer-line.

5.) Another source of contamination could be the supply of contaminated water through tankers by private contractors. To ensure that only potable water is supplied by the private contractors, a proper record including results of the test-samples drawn at random from the tankers, should be kept by all EEs for each such housing pocket under their charge, where the water is supplied through tankers.

  
( H.D. SHARMA )  
ENGINEER MEMBER

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

All Suptd. Engrs. i/c S.Es(Elect.).

All Exe. Engrs. i/c E.Es(Elect.) & E.Es(Q.C.).

NO. F.5(292)92-93/PC/555

26/7/93

Circular No. 103

Sub Maintenance of statistic of arbitration award cases and processing of cases for lapse of the officials.

.....

Please find enclosed herewith a copy of memorandum No. DG(W)/CON/54/ Dated 5th January 1993 conveying the decision of the Govt. that in all arbitration cases where the awards of arbitration go against the department (whether by upholding the claims of the contractors or by rejecting the counter claims of the Deptt), detailed reasons and lapses, if any on the part of concerned officials, due to which the awards have gone against the department, should be gone into in detail by the Chief Engineer concerned for fixing responsibility and for taking action against the officers wherever necessary.

Chief Engineers are required to keep statistics of all such cases in respect of awards pronounced from 1st January 1993 onwards in a register for examination as and when required.

The Ex. Engineers, S.Es and other staff may be advised to comply the instructions issued in various circulars relating to arbitration cases.

F.O.  
27/7

C2CW2

*William*  
ENGINEER MEMBER  
D.D.A.

MEMORANDUM

It has been decided by the Government that in all arbitration cases where awards of the Arbitrators go against the Department (whether by upholding the claims of the contractors or by rejecting the counter claims of the Department), detailed reasons and lapses, if any, on the part of concerned officials due to which the awards have gone against the Department, should be gone into in detail by the Chief Engineer concerned. The Chief Engineer should send his recommendations to DG(W) on the issue of fixing of responsibility and for taking action against the officers, wherever necessary.

The Chief Engineers will keep statistics of all such cases in respect of Awards pronounced from 1.1.1993 onwards for the information of Govt. Whenever required.

The above orders of Government may please be noted for strict compliance.

sd/-

( S. SATAKOPAN )  
F.O. TO D.G. (WORKS)

11.11.93

( S.M. ANJAN )  
DIRECTOR (MONITORING)

( S.M. ANJAN )  
DIRECTOR (MONITORING)

DELHI DEVELOPMENT AUTHORITY  
( EMIS OFFICE )

निदेशक ( १ ) कार्यालय  
पत्र प्राप्ति संख्या... 896  
दिनांक... 28/7/93  
विश्वी विकास प्राधिकरण

NO: EM.1(10)837 10583

Dated: 28-7-93

STANDING INSTRUCTION NO: 404

SUB: PROVISION OF TELEPHONE CONDUITS IN PEs  
FOR BUILDING WORKS.

P.A.R. 1992, issued by the C.P.W.D. vide Memo Dated 11.3.1992, and made applicable in DDA for preparation of PEs, were circulated vide No.EM.6(174)79/Misc./Est./10543 dated 17.7.92. For extra provision for telephone conduits for building works(reference item No. 3.6.4), the provision contained in the P.A.R. is @0.5% of the Building Cost. V.C. has now approved the use of only PVC conduits for telephone connections. Hence, this provision may now be taken as modified to 0.2% of the Building Cost. All estimates under process and those to be initiated, may be modified to that extent.

This issues with the approval of Engineer  
Member.

*S.M. Madan*  
( S.M.MADAN )  
DIRECTOR (MONITORING)

1. All Chief Engineers including Chief Engr.(Elect.) with 30 spare copies each for further distribution amongst SEs/EEs.  
2. Chief Engr.(QC) with 10 spare copies.  
3. Chief Engr.(Design) with 6 spare copies.  
4. SE(Vig.)-I & II with 5 spare copies each.  
5. CAO with ten spare copies.  
6. F.A.(H) with ten spare copies.  
7. Dir.(L.C.) with five spare copies.  
8. E.O.-I & III, DDA.  
9. E.O.-II with three spare copies.  
10. Copy to be placed in file No.EM.6(174)/79.  
11. Copy to be placed in file No. EM.6(80)/92.

\* R.K.\*

*S.M. Madan*  
( S.M.MADAN )  
DIRECTOR (MONITORING)

5/2 Please place it in  
the file

*Indas*  
30.7.93

DELHI DEVELOPMENT AUTHORITY

NO. EM 13(7) 93/T.C./D.D.A./10734

Dated:- 2-8-93

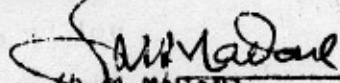
OFFICE ORDER  
CIRCULAR NO. 405

Engineer-in-Chief, Delhi Water Supply and Sewerage Disposal undertaking has pointed out that they have noticed certain cases of contamination of Water which have taken place because service pipe lines were passing through manholes and sullage drains.

It is, therefore, enjoined upon the entire field staff to ensure that no water connection is sanctioned/ boring permission given to any house/premises where service pipe line is laid through manhole/drain. The concerned Engineer-in-charge of the area must check the same before giving boring permission and allowing installation of water meter etc.

Any such negligence shall call for disciplinary action against the concerned JE and AE in-charge.

This issues with the approval of E.M.

  
(S.M. MADAN)  
DIRECTOR (MONITORING)

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

All S.E. i/c. S.E. (Elect.)  
All Ex. Engineers i/c. E.E. (Elect.) & E.E. (JC).

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

Ut.

Copy to:-

1. U.S.D. to V.C. for information of the latter.
2. P.S. to E.M. for information of the latter.
3. Engineer-in-Chief, DWS & SDD, Varunakayan Ph. II, Jhandewalan, New Delhi, for information.
4. E.O. II and E.O. III to E.M., DDA, for information.
5. Guard File.

  
DIRECTOR (MONITORING)

REMIT DEVELOPMENT AUTHORITY

No. 101 (10)83/Vol.IX/12 2/6

Dated: 6.9.83

CIRCULAR NO. 406

Recently, in one of the housing pockets, certain cracks had developed in load bearing walls. On detailed inquiry, it has been found that there were certain deficiencies in the method of conducting soil investigations and maintaining the requisite data pertaining to the site conditions:

In this context, it is enjoined upon all engineers/Architects/Planners that the following guidelines must be strictly followed in all future housing/construction projects:-

1. The number of bore holes to be made for exploration of sub-soil should be adequate enough and generally uniformly spaced so as to represent the whole area. The bore holes should also be made at all probable trouble spots like local ditches etc.
2. The bore holes must be made after the lay out plan is finalised and the locations of the bore holes should be chosen under the specific portions where the structures are located and not in areas which will not be constructed upon.
3. The locations of bore holes must be properly indicated in a dimensioned plan with reference to permanently available reference points which should be indicated either by X and Y co-ordinates or atleast with reference to their distance from a minimum of two such points which are fixed and identifiable.
4. The bore logs must indicate depths below the existing ground levels with reference to Mean Sea Level. The locations and value of Bench Mark must be shown in the site plan.

...2/-

5. Proper level plans/contour plans should be invariably drawn up before any development is taken up, and it should be up-dated at each stage of development. These plans should have proper dimensions so that these could be linked with various past and future development activities, as and when required.
6. The field staff should not only rely upon the theoretical values of the safe bearing capacity assessed on the basis of soil exploration reports but should also ascertain the same before foundation concrete is laid by other methods like Plate Load Test, Static Cone Penetration Test etc.
7. Any abnormal weak spots observed in the excavated trench must be brought to the notice of EE, who can decide, if it needs, any special investigation at such locations before the foundations are laid.
8. The structural designer, before accepting the figure of the safe bearing capacity recommended by the agency carrying out the sub-soil exploration works, must study the soil report to ensure that the requirements mentioned under S.Nos. 1 to 5 above have been met with. If not, he must insist for the same before agreeing with such reports.
9. The structural drawings should invariably carry caution notes reflecting the guidelines as given at S.Nos. 6 and 7 above.
10. The depth to which bore holes are made must be decided, if necessary, with the consultation of structural designer with due regard for the size and type of structure. Even if hard soil is met with at relatively shallower level, there still could be weak soil down below. Atleast two bore holes must therefore, be taken to a depth of not less than one and half times the width of the

structure.

11. The highest sub-surface water level must be ascertained either through local inquiries about the highest flood level or by nallah, river or through bores taken along nallah/river sides when these are in spate or through observations from the existing wells or through at least one set of bore holes made during the rainy season.

12. If locations and size of ditches, low ground requiring filling, old nallah courses are known before layout is made, preferably no structures should be located in such areas, which can be left as parks, gardens, playgrounds etc. or, at best, used as roads. However, if locating buildings in areas, either already filled up or to be filled up, are unavoidable, the depth of foundations should be accordingly designed to ensure the structural soundness.

13. The soil investigation should preferably be got conducted only from one agency, until & unless there are specific reasons for not doing so.

14. As far as possible, deep services like water supply mains, sewers basements and under ground water tanks etc, should not be located close to existing buildings/structures. Whenever these are located near the existing buildings, proper precautions must be taken to ensure that excavation for the deep services/structures and dewatering operations do not affect the stability of the nearby buildings by way of slipping of soil in the foundations of the buildings, due to its getting washed away by sub-soil water or otherwise, thereby removing the lateral support to the said foundation/structure. As far as possible, such deep works should be done in dry seasons to avoid or reduce the need for dewatering by pumping.

...h/-

(H.D. SHARMA)  
ENGINEER MEMBER

- Copy to:

- Engineer Member  
D.D.A.

NO:EM1(10)83/Ad11x/12843

Dated: 15-9-93

## C I R C U L A R No. 407

Subject: PROVIDING GAPS IN BETWEEN THE ADJACENT TILES LAID FOR COVERING CENTRAL VERGES AND FOOT PATHS/PAVEMENTS OF ROADS.

L.G. had received various representations pointing out that the local bodies, i.e. DDA, MCD and NDMC etc., were covering the central verges and foot paths of the roads under their jurisdiction by laying tiles abutting one another without leaving any gaps in between. The laying of tiles in this manner results in preventing seepage of rain water in the sub-soil below which increases the surface run off.

L.G. has, therefore, directed that the adjacent tiles on all the central verges, and wherever possible on pavements and foot paths, should be laid leaving some gap, where grass could grow through which water could seep into the sub-soil. This shall also result in the reduction of tiles per unit area, thereby achieving savings in the construction of central verges, pavements and foot paths.

These instructions may be followed in Delhi Development Authority.

All C.Es i/c CE(QC) and CE(Elect.)

All S.Es i/c. SE(QC) and SE(Elect.)

Director(Hort.) North and South

All Dy. Director (Hort.).

All E.Es i/c. EE(QC) and EE(Elect.)

E.O.-II and E.O.-III.

Guard File.

File NO.EM13(8)93/Technical Circular/DDA.

Copy to-

1. Secy. to L.G. for information of the latter.
2. V.C. for information.

*H. K. Sharma*  
ENGINEER MEMBER.  
D.D.A.

*H. K. Sharma*  
ENGINEER MEMBER  
D.D.A.

DELHI DEVELOPMENT AUTHORITY  
EM'S OFFICE

NO: EM1(10)83/Vol.IX/ 12943

DATED: 20.9.90

CIRCULAR NO. 408

SUB: INITIAL LOAD TESTING OF PILES.

It is required to conduct initial load test for pile foundations as per the provisions of clause 2.4 and 4.1 of IS-2911-Pt.IV-1985.

Clause 6.1.5 of this code lays down as follows:-

"The safe load on single pile for the initial test should be least of the following:

- a) Two-thirds of the final load at which the total displacement attains a value of 12mm unless otherwise required in a given case on the basis of nature and type of structure in which case, the safe load should be corresponding to the stated total displacement permissible.
- b) 50 percent of the final load at which the total displacement equal 10 percent of the pile diameter in case of uniform diameter piles and 7.5 percent of bulb diameter in case of under-reamed piles."

It has been observed that initial load tests are not being conducted by the field engineers in accordance with the above mentioned provision of IS Code. In some cases, the initial load tests had been conducted by loading the piles only upto twice the designed safe load rather than continuing the loading till the above mentioned stipulated limits of settlement were achieved, implying thereby that the actual safe load carrying capacity of the piles was not assessed. This obviously resulted in under utilisation of the total load carrying capacity of the piles, thus making it uneconomical.

It is, therefore, enjoined upon all engineers to ensure that initial load tests are on the piles and also that these are conducted as per the provisions of clause 6.1.5 of IS Code 2911-Pt.IV-1985 by loading the piles till the stipulated limits of settlements are achieved, so that

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actual safe load carrying capacity of the piles is correctly evaluated.

The design of the piles should be re-evaluated on the basis of the results of the initial load tests, if the results so warrant, so that it can be modified to make it both economical as well as structurally safe.

Similarly, provisions of IS Code 2911-Pt.IV-1985 about Initial Testing of group of piles should also be followed accordingly.

These instructions must be followed scrupulously.

*H.D. Sharma*

(H.D. Sharma)  
Engineer Member

1. All Chief Engineers. 1/c C.E.(QC)
  2. All Suptdg. Engineers. 1/c S.E.(QC)
  3. All Ex. Engineers. 1/c E.Es(QC)
  4. ENB(103)BE/CTE/Rohini.
  5. Guard file.
- Copy to:-

V.C., DDA for information please.

*H.D. Sharma*

Engineer Member.  
D.D.A.

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DELHI DEVELOPMENT AUTHORITY  
EM'S OFFICE

NO:EM13(8)93/TC/DDA/ 14222-

Dated:- 13-10-93

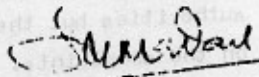
SUB: Providing gaps in between the adjacent tiles  
laid for covering central verges, pavements  
and foot paths of roads.

REF: Circular No.407 dated 15.9.93 issued vide letter  
No.EM1(10)83/Vol.IX/12845 dated 15.9.93.

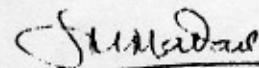
Kind attention is invited to the above mentioned circular issued  
by this office. On perusal of this circular, V.C., DDA had observed as  
follows:-

"Try on experimental basis. The gaps in between  
will require filling to avoid accidental falls."

All C.Es/S.Es/E.Es are requested to keep in mind the above observations  
of the V.C. while following the directions issued vide Circular No.407  
dt.15.9.93.

  
Director (Works)  
D.D.A.

1. All C.Es i/c CE(QC) &  
C.E.(Elect.)
2. All S.Es i/c SE(QC) &  
S.E.(Elect.)
3. All E.Es i/c EE(QC) &  
E.E.(Elect.)
4. Director (Hort.) North & South
5. All Dy. Directors(Hort.)
6. File No.1(10)83/Vol.IX
7. E.O.II & E.O.III to E.M.
9. Guard file.



DELHI DEVELOPMENT AUTHORITY  
EM'S OFFICE

NO:EM1(10)83/vv41x/ 14895

Dated:- 28.10.93

STANDING INSTRUCTION NO. 409

SUB: Anonymous/Pseudonymous complaints against fellow colleague Engineers.

It has been noticed that there have been frequent instances of fellow colleague Engineers making anonymous/pseudonymous complaints against each other out of personal jealousy, professional rivalry and other vested interests. Normally such complaints are not based on facts and are merely sent for the purpose of getting an investigation initiated against the targetted person so that he could be put to harassment.

A very serious view has been taken of this tendency on the part of such dis-gruntled elements within the Engineering cadre. The administration is not averse to lodging of genuine representations against fellow colleagues but they must do so in the prescribed manner, through proper channel and under their bonafide signatures, clearly reflecting their identity. Even if they intend to keep the matter confidential due to it's sensitivity, they can send the complaints confidentially to the higher authorities but the same must be sent with their identity duly established on the complaints.

It may be noted that in case it is revealed that a particular officer/official had sent an anonymous/pseudonymous complaint and/or had sent a false complaint which was not based on facts, the administration will come down heavily and initiate strict disciplinary action against such an officer. Needless to say that such irresponsible actions of leg-pulling by fellow colleagues are not only in bad taste but also bring down the image of the entire organization in general and the Engineering Wing in particular, besides causing avoidable harassment, demoralisation. & mental agony to the targetted colleagues.

The above instructions must be scrupulously followed.

*H. H. H. H.*  
Engineer Member  
D.D.A.

1. All C.Es i/c Design, QC & Elect. I
2. Director(MM) I
3. Directors(Hort.)North & South .... I
4. C.V.O., D.D.A. I
5. Commr.(Lands, I With the request to send copies of the
6. Commissioner(Housing) I circular by name to the Engineering
7. Commr.(Plg.) I staff working under their jurisdiction.
8. Director(Building) I
9. File No.PA/EOI to EM/88-89/Pt.
10. File No.EM3(22)93/
11. Guard file.

DELHI DEVELOPMENT AUTHORITY  
EM'S OFFICE

NO:EM1(10)83/vee 17/14908

dated:- 28.10.93

STANDING INSTRUCTION NO. 410

SUB: Canvassing or bringing political and other influence in matters pertaining to service viz. postings, transfers, promotions etc. (Rule 20 of CCS Conduct Rules, 1964).

Attention is once again invited to the detailed instructions issued on the matter vide letter No:EM3/30)83/AE/11373-88 dated August 4, 1992.

Unfortunately, the experience during the intervening period has shown that these instructions have not been taken seriously enough as some of the officials in the Engineering Wing still continue to bring political and other pressures through telephonic messages as well as letters for their postings to the so called coveted seats. I am, therefore, constrained to reiterate my earlier instructions and to warn that the officers/officials in the Engineering Wing must desist from indulging in such tactics which are in violation of the provisions of rule-20 of the CCS Conduct Rules, 1964 reproduced below:-

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

I would like to make it absolutely clear to all the Engineers that any such attempt at bringing pressures for postings/transfers in future shall result in an adverse entry being made in the confidential dossier of the concerned official without the necessity of any further explanation. Since the reasons for seeking the so called lucrative postings are obvious, it will also be taken to mean that the integrity of the concerned official/officer is suspect and it will be so recorded in his personal dossier.

I would, however, like to assure at the same time that the genuine representations, submitted in the prescribed manner, would receive the fullest and most sympathetic consideration at all levels and all the genuine grievances would be favourably looked into by the Competent Authority.

../2/..

All C.Es/Directors must ensure that these instructions are passed on to all the officers up to the level of J.E. by name.

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

- 1.
1. All C.Es including Design, QC & Elect.
2. Director(MM)
3. Directors(Hort.) North & South.
4. C.V.O. I
5. Commissioner(Lands) I with a request to send copies
6. Commissioner(Housing) I of the circular by name to the
7. Commissioner(Plg.) I Engineering staff working under
8. Director(Building) I their jurisdiction.
9. File No.PA/EOI to EM/88-89/Pt.
10. File No.EM3(22)93/
11. Guard file.

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

DELHI DEVELOPMENT AUTHORITY

NU. EM<sub>1</sub>(10) 93/Vol.IX/ 15312

DT. 8-11-93

CIRCULAR NO 411

Sub: Taking up works in anticipation of H/A&E/S

The C.V.C. has brought it to the notice of V.C. that certain works were taken up in U.D.A. without prior Administrative approval and Expenditure sanction and even without the approval of the competent authority to take up the works in anticipation of H/A and E/S.

A number of circulars/standing instructions have already been issued in this regard, but it is once again reiterated that, henceforth, no work should be taken up without budget provision, accord of H/A and E/S and Technical sanction.

In case of emergent/urgent situations, however, which must be justified in writing, works could be taken up in anticipation of H/A and E/S but only with the prior approval of the Vice-Chairman in consultation with E.M. and F.M. Such works in anticipation of H/A and E/S, should be limited to the bare minimum for tidying over the immediate emergency or for incurring preliminary expenditures on investigations/survey etc.

It is, enjoined upon all the Engineers, to strictly follow the above instructions. This issues with the approval of V.C.

*S. M. Madan*  
(S.M. MADAN),  
Director (Works).

1. All CE's i/c. CE(JC), CE(Elect.) & CE(Design).
2. Director (MM) DDA.
3. All SE's i/c. SE(JC), SE(Elect.) & SE(Design).
4. Director (Hort.) North and South/DDA.
5. All Dy Dir. (Hort.)
6. All EE's i/c. EE(JC), EE(Elect.) & EE(Design).
7. E.U.I, E.U.-II and E.U.-III. to E.M., DDA.
3. Guard File.
9. File NO. EM8(41) 92/ITE/AMZ/

Copy to:-

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

*S. M. Madan*  
DIRECTOR (WORKS).

8

DELHI DEVELOPMENT AUTHORITY  
EN'S OFFICE

NO: EM1(10) 03/Vol.12/ 1-15733

Dt. 18-11-93

CIRCULAR NO. 412

It has been decided to ban/suspend all business dealing in D.D.A. with the following firms/contractor.

1. Sh. Sushil Kumar S/o Sh. Madan Gopal  
28, Bhogal Lane, Jang Pura, New Delhi.
2. Sh. Madan Gopal Gupta, S/o Sh. Waliati Ram  
P/39, Navon Shahdara, Delhi.
3. Sh. Govind Lal Sukhija S/o Sh. Hari Chand  
WZ- 196, Shiv Nagar, New Delhi.
4. Sh. Radhu Nandan Prashad S/o Sh. Kanshi  
Prop M/s Nandan Engineers.  
3/1981, Chota Shahdara, Delhi.
5. Sh. G.S. Kohli S/o Sh. Bhagat Singh  
Prop. M/s Eastern Construction Co.  
15/C, Meenakshi Garden, New Delhi.
6. Sh. Ved Parkash  
R/o B-250 Vivek Vihar, New Delhi.
7. M/s Raghuvanshi & Co.  
186, Tagore Park, New Delhi.

It is, therefore, enjoined upon all the tender issuing Authorities in DDA to ensure that no business dealings are done with the above named firms/contractors hence forth.

*S.M. Madan*

( S.M. MADAN )  
Director(Works)

1. All C.E.s i/c CE(QC), CE(Elect.) & CE(Design)
2. Director(NM)
3. All S.E.'s i/c SE(QC), SE(Elect.) & SE(Design)
4. Director(Hort.) North & South.
5. All E.E.'s i/c EE(QC), EE(Elect.), EE(DESIGN)
6. All Dy. Directors(Hort.)
7. E.O.I, II & III
8. Ward file.
9. File No. E.14(6)93/Vig.

Copy to:-

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

*S.M. Madan*

Director(Works)  
D.D.A.

DELHI DEVELOPMENT AUTHORITY

NO. EM.1(10)83/Vol.IX/15954

dt. 24.11.93

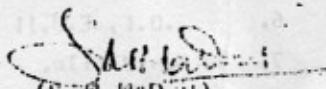
CIRCULAR NO.: 413

Sub: Publicity Policy for issue of Tender Notices  
by various Engineering Divisions of UDA.

In continuation to Circular NO. 393 dt. 16/4/93 issued by this office, it is informed that the name of "Financial Express" has been deleted from the list of news papers mentioned under Group 'A' in the said Circular, as the Indian Express Group has expressed its inability to display advertisements in Financial Express individually. Therefore, the papers in the Group 'A' (Circulation between 5000 to 50,000) in annexure 1 of Circular NO 393 dt. 16/4/93 may be read as :

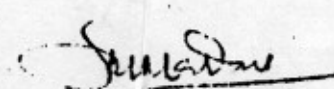
1. Statesman (English)
2. The Page (Hindi).
3. Bandematram(Hindi).
4. Veer Arjun(Hindi).
5. National Herald (English).
6. Patriot (English).
7. Economic Times (English).

In view of the above, no advertisements may be released for publishing in the Financial Express with immediate effect.

  
(S. A. MADAN)  
DIRECTOR (WORKS).

1. All CE's i/c. CE(JC), CE(Design), CE(Elect.).
2. Director (M&I)
3. All SE's i/c. SE(JC), SE(Design), SE(Elect.).
4. All EE's i/c. EE(JC), EE(Design), EE(Elect.).
5. E.O.-I, E.O.-II, E.O.-III to E.M.
6. Guard File.
7. E.M. 13(5)/TC
8. 1(52)/93/DPR

1. For kind information.
2. For kind information.

  
DIRECTOR (WORKS).

DELHI DEVELOPMENT AUTHORITY  
EN'S OFFICE

NO:EM1(10)03/16828

dated:- 6-12-93

STANDING INSTRUCTION NO. 4.14...

SUB: Recording of reasons for the deviations made from the provisions of IS codes while designing the projects.

C.T.E. had observed in one of the works inspected by them that while the design of compaction type under rammed pile foundation was not done strictly in conformity with the provisions of relevant IS Code, no reasons for having deviated from these provisions were recorded.

It is enjoined upon all the designers to ensure that the designs are prepared as per provisions of the relevant IS Codes and if any deviations are considered necessary, reasons for the same should be recorded in writing.

*[Signature]*  
ENGINEER MEMBER.

1. All C.E.'s i/c C.E.(QC), C.E.(Design), C.E.(Elect.)
2. Director(M.M.)
3. Director(Works)
4. All S.E.'s i/c SE(QC), SE(Design), SE(Elect.)
5. All E.E.'s i/c EE(QC), EE(Design), EE(Elect.)
6. E.O.I, E.O.II & E.O.III.
7. Guard file.
8. File No.EMB(103)88/CTE/Rohini.

Copy to:-

V.C./DDA for kind information.

*[Signature]*  
ENGINEER MEMBER.  
D.D.A.

NO:EM1(10)83/17277

Dated:- 14-12-93

CIRCULAR NO. 415

SUB: Guide lines to be followed while executing various development works to prevent damage to the services already laid and also to prevent any infructuous/wasteful expenditures.

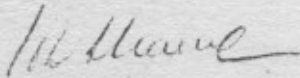
During the investigation of a complaint, it was noticed that the cables laid by DESU had been **damaged** in certain portions due to deep excavation work taken up subsequently for laying of sewers/S.W. Drains/Water supply lines. In order to avoid any such damage to the services already laid, it is enjoined upon all the Engineers to strictly follow the guidelines given below:-

1. In future, all development/construction activities should be taken up with proper planning & in a proper sequence so as to avoid any infructuous/wasteful expenditure and also to minimize the damage to the services already laid.
2. Composite development plans should be made and finalized in advance for the laying of all the services so that their location and route alignments are clearly earmarked.
3. Care should be taken to locate the various services in such a manner that the possibility of damage during execution/laying/maintenance of different services are minimized.
4. The schedule of execution of different services should be properly planned. As far as possible, works involving deep excavation should be done first and those involving shallow excavations should be done later.
5. As far as possible, deep services like water supply mains, sewers, and under ground water tanks etc. should not be located close to the already laid shallow services/existing Buildings/structures.
6. Whenever any development work is started, the concerned civil & Elect. engineers must keep their counter-parts duly informed about the same who, in turn, should give all the desired guide lines for taking preventive measures & should also be vigilant that there is no damage to the already laid services.
7. The executing agencies/supervising officers connected with different services should strictly follow the advice rendered by

their counter-parts for ensuring that no damage is done to the services already laid.

8. Any disputes should be resolved through joint inspections under-taken at the level of EEs and SEs. If still unresolved, the same should be sorted out at higher levels without any delays so that the desired action could be taken there and then at the time of the execution of the works itself.


These instructions must be followed scrupulously.

  
( H.D. SHARMA )  
ENGINEER MEMBER

1. All C.Es i/c CE(QC), CE(Elect.) & CE(Design).
2. Director(MM)
3. All S.Es i/c SE(QC), SE(Elect.) & SE(Design).
4. Director(Hort.) North & South.
5. All E.Es i/c EE(QC), EE(Elect.), EE(Design)
6. All Dy. Directors(Hort.)
7. E.O.I, II & III.
8. Guard file.
9. File No.EM2(1)83/Vol. VI/Pt/

Copy to:-

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

  
ENGINEER MEMBER.  
D.D.A.

4412 2  
9112

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

No. EM3(7)86/II/ 17654

Dt:- 27-12-93

OFFICE ORDER

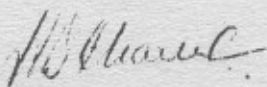
A detailed review of the actual booking 92-93, Budget 93-94 and realistic workload 93-94 of various Zones has been conducted by this office and, in order to even out the imbalances observed during the review, re-organisation and re-distribution of workload amongst the various Zones is hereby ordered to the extent given below:

1. Considering the totally inadequate workload in the South East Zone, the entire project of Dwarka Phase-II is entrusted to South East Zone. However, the major peripheral services of Dwarka Phase-I, which have to pass through Phase-II also, shall continue to be dealt with by West Zone. (For example, the main sewer lines which have ultimately to discharge into the sewage treatment plant located in Phase-II, the storm water drains which have ultimately to discharge into the Najafgarh drain and the main water supply lines passing through Phase-II but falling in the command area of the command tank located in Phase-I etc.).
2. As the workload in South West Zone is also not adequate, some of the housing pockets to be taken up in Dwarka Phase-I & II have been/are proposed to be transferred to South West Zone. As a first step, the work of C/o. 676 houses in Sector-22, 312 SFS houses in Sector-1, Pkt-1; and 212 SFS houses in Sector 6 Pkt-1, Dwarka Phase-I, including internal development have already been transferred from West Zone to South West Zone. The individual housing works relating to this scheme shall be further distributed by the C.E.(SWZ) amongst the different Divisions under his charge. Transfer of more such housing pockets of Dwarka Phase-I & II to South West Zone shall be effected in due course.
3. Considering the excessive workloads in Rohini Zone and projection of inadequate realistic workload in some of the Divisions of East Zone, one division of East Zone, i.e. ED-11, is transferred enblock to Rohini Zone along with entire staff. This Division is redesignated as RPD-12 and placed under the administrative control of Chief Engineer(Rohini)/Circle-9. The re-distribution of the workload amongst the various divisions of Rohini Zone shall be done by the Chief Engineer(Rohini), so as to entrust adequate workload to the new Division.

Eastern Division-12 will be the successor Division of ED-11. The works presently in progress in ED-11 will stand transferred to ED-12 w.e.f. 1.1.94. The civil works in Horticulture greens, being got executed by ED-11, will now be got done by ED-12. The works of the transferred Division, which have already been physically completed, irrespective of whether a formal completion certificate has been recorded or not, shall also be dealt with by the successor Division, i.e. ED-12. The bills and accounts of such works as well as the arbitration cases, replies to CTE/QC and the audit paras etc. relating to these works, shall also be finalised by the successor Division only. The entire record required for this purpose shall, therefore, be handed over by ED-11 to ED-12.

The entire process of transfer of works/Division, as detailed above, should be completed by 31st December, 1993.

This issues with the approval of Vice-Chairman.

  
(H.D. SHARMA)  
ENGINEER MEMBER.

1. All Chief Engineers.
2. Directors(Hort.) North & South.

Copies to:-

1. V.C.
2. F.M.
3. Principal Commissioner.
4. Chief Vigilance Officer.
5. Chief Engineer(QC).
6. Chief Architect.
7. Addl. Chief Architect I & II.
8. Commissioner(P).
9. Commissioner(IM).
10. Commissioner(ID).
11. Commissioner(Housing).
12. Chief Accounts Officer.
13. EO-I, II & III to EM.
14. Project Planner(Rohini).
15. A.O.(Works)-I, II & III, A.O.(Estt)(G), P.O(EW), A.O.(F&E), A.O.(Budget), and A.O.(Cash).
16. Guard file.
17. EM1.(10)83.

  
ENGINEER MEMBER.

DELHI DEVELOPMENT AUTHORITY  
EM'S OFFICE

NO: EM11(5)93/GTS 164

Dated:- 5-1-94

CIRCULAR NO. 416

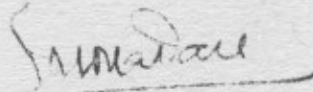
SUB: Provision of flushing valve system.

It was observed that flushing valve system, provided in one of the housing pockets of DDA on experimental basis, was more prone to defects. The system got easily choked with dust particles coming in water and required maintenance repeatedly.

It has, therefore, been decided that in future only the normal system of providing the flushing cisterns shall be adopted in the D.D.A. works and the use of flushing valve system shall be stopped forthwith.

These instructions must be followed scrupulously by all the field units.

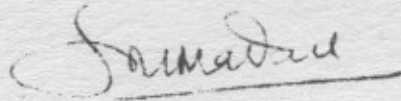
This issues with the approval of E.M./M.C., DDA.

  
( S.M. MADAN )  
Director (Works)

1. All C.E.'s i/c C.E.(QC), C.E.(Design).
2. Director(M.M.)
3. All S.E.'s i/c SE(QC), SE(Design), S.E.s(Planning).
4. All E.E.'s i/c E.E.(QC), E.E.(Design) & E.E.(Planning)
5. E.O.I, E.O.II, E.O.III to E.M.
6. Guard file.
7. EM11(5)93/GTS/

Copy to:-

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

  
Director (Works)  
D.D.A.

DELHI DEVELOPMENT AUTHORITY  
(OFFICE OF THE DIRECTOR (WORKS))

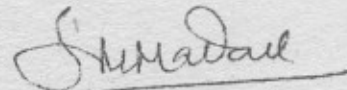
CIRCULAR NO. 417.....

SUBJECT: TRANSFER OF STORES FROM STOCK FROM  
DIVISION TO DIVISION.

...

Enclosed please find herewith a copy of the Memorandum No. 4/3/93/A&C(DGW) dated 3.5.93 regarding the cited subject received from FO to DG(Works) CPWD which is self explanatory. It is enjoined upon all the Chief Engineers, Supdtg. Engineers, Exe. Engineers, Directors (Hort.) and the Dy. Directors (Hort) to ensure that provisions of para 7.2.18 of CPW. A-Code are strictly followed. Second copy of the indent must be returned to Indenting Officer through official channel only and not through agency of the contractors or any 3rd party. CSS claims must also be raised at the close of the month and get adjusted as per instructions contained in Appendix 7 of CPWA Code.

The instructions contained in the circular received from DG(Works) may please be circulated to the Divisions for compliance.

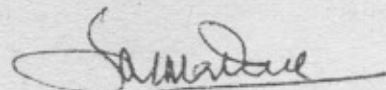


(S.M. Madan)  
Director (Works)

Dated: 19/2/94

No.F.5(351)93-94/PC/230-39  
To

1. All Chief Engineers (with 20 spare copies for Division and Circle)
2. Director (Hort) North & South (with 10 spare copies for the division)
3. Director (MM) (with 10 spare copies)
4. File No.F.5(351)93-94/PC/



Director (Works)

DELHI DEVELOPMENT AUTHORITY  
(OFFICE OF THE DIRECTOR (WORKS))

No.F.5(351)93-94/PG/215-29

Dated: 10-2-94

C I R C U L A R

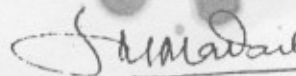
Subject: Delhi Schedule of Rates 1993.

...

A.C.(Plan) vide his letter of even number dated 6.1.94 had endorsed the copy of Memorandum of office of D.C.(works) CPWD under which it had been stated that the Delhi Schedule of Rates 1993 had been published and the necessary copies could be purchased for preparation of estimates and N.I.Ts.

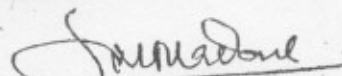
It has been decided that henceforth the DSR 1993 may be adopted for preparation of estimates and NITs in JDA.

This issues with the approval of E.M.

  
(S.M. Madan)  
Director(Works)

Copy to:-

1. PS to AM for kind information of the letter.
2. All Chief Engineers(with 20 spare copies for circulation)
3. Director(RM) Hort.North & South(with 10 spare copies)
4. Chief Accounts Officer and
5. EO-I, II and III

  
Director(Works)

OFFICE OF THE DIRECTOR(WORKS)

File No. F.5(351)93-94/PC/

Dated:

CIRCULAR NO...113.....

Subject: Submission of Arbitration cases  
in complete shape to the office  
of Engineer Member.

...

Of late it has been seen that the necessary instructions issued from time to time for processing of arbitration cases are not being complied with by the zonal offices. It has been observed that the arbitration cases in which the acceptance/challenge falls in the competence of EM and above are sent in are incomplete shape and in a very casual manner. It has also been observed that all the files relating to the case are not sent along with the case. In most of the cases, no page numbering is done and the amount of interest is also not worked out at zonal level. EM, DDA has desired that in future such cases should be referred in a complete shape. Some of the guidelines are given below in this regard :-

1. All the files relating to the arbitration cases are required to be sent to this office.
2. All the files are to be duly page numbered and reference of page number is to be separately given in the noting by the zonal office in respect of:-
  - a) Statement of facts/disputes;
  - b) Reference of the matter by the VC/EM/CE/Court or any other officers so designated as per clause 25 of the PWD-7 appended in the Agreement for appointment of arbitrator.
  - c) Counter claims;

contd../-

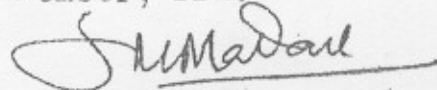
- d) Counter statement of facts;
- e) Any change of arbitrator due to resignation, sad demise, appointed through court or any other contingency is to be referred in the note;
- f) Details of proceedings issued by the arbitrator or recorded by the EE in his file are also to be page numbered;
- g) Award published by the arbitrator;
- h) Court notice, if any, received in the matter;
- i) The reference of judgment of court on petition, if any, filed by the claimant/respondent and
- j) Reference of comments of EE, SE, Legal Cell, FO to CE, Chief Engineer and other offices.

3. The amount of the interest is to be calculated in the zonal office and it should be specifically mentioned in the noting as to in whose competence the acceptance/challenge of the award falls.

4. The statement as per Annexure-A, which is being submitted as per circulars already issued, should be continued to be sent on the prescribed proforma, a copy of which is again enclosed.

5. Necessary instructions may also be issued to all concerned for submission of the arbitration cases ~~expeditiously~~ and not to delay the submission upto the eleventh hour when objections are to be filed in the Hon'ble Court.

Non observance of the above instructions will be viewed seriously by the Engineer Member, DDA.

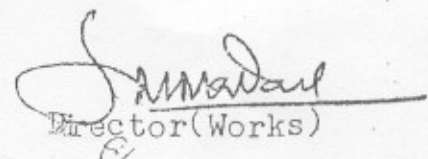


(S.M. Madan)  
Director (Works)

All Chief Engineers, (with 20 spare copies)  
Director(Hort)North & South (with 10 spare copy)  
Director(Material Management) (with 10 spare copies)

Copy for information to:-

- 1. VC, DDA ;
- 2. EM, DDA;
- 3. FM, DDA; and
- 4. C.A.O.



Director(Works)

ANNEXURE 'A'

CLAIMWISE STATEMENT OF ARBITRATION AWARD FOR THE WORK  
OF

of description claim/counter n as referred ne arbitrator	Amt.of claim	Amt.of award	Brief description of award published by the Arbitrator	Comments of E.E.	Comments of S.E.	Comments of Legal Cell	Comments of C.E.
	3.	4.	5.	6.	7.	8.	9.

CLAIMWISE STATEMENT OF ARBITRATION AWARD FOR THE WORK  
OF

Claim No.	Brief description of claim/counter claim as referred to the arbitrator	Amt.of claim	Amt.of award	Brief description of award published by the Arbitrator	Comments of E.E.	Comments of S.E.
1.	2.	3.	4.	5.	6.	7.

DELHI DEVELOPMENT AUTHORITY  
EM'S OFFICE

No. EM1(10)83/Vol.

Dated:-

CIRCULAR NO. 419

Sub: Unauthorized occupancy in some of the DDA flats.

\*\*\*\*\*

Recently it has come to the notice of the Department that some of the DDA's vacant flats had been illegally rented out. This episode has not only brought a bad name to the Organisation but is also a highly irregular act on the part of the field staff.

This irregularity has been viewed very seriously by the V.C., DDA and it has been desired by him that all the C.Es may be directed to get a thorough checking conducted of all the vacant flats within their respective zones to find out if any such practice is being followed by any of the field staff in the colonies under their charge.

The C.Es must complete this exercise within 30 days and submit their reports to this office. In case any such practice is noticed by them, then immediate disciplinary action should also be initiated against the concerned field staff.

The C.Es should also evolve an inbuilt system to be able to check and detect any such malice in future.

These instructions must be followed scrupulously.

All Chief Engineers/DDA

( S.M. MADAN )  
DIRECTOR (WORKS)

Copy to:-

1. V.C., DDA for kind information.
2. E.M., DDA for kind information.
3. File No. EM8(25)88/PC/RZ/Pt./File/

Director (Works)  
D.D.A.

DELHI DEVELOPMENT AUTHORITY  
EN'S OFFICE

NO:EM1(10)83/Vol./ 5080

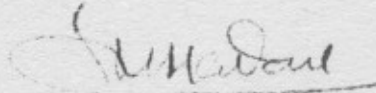
Dated:- 13-4-94

CIRCULAR NO. 420

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

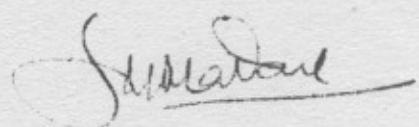
It has come to the notice of this office that the instructions contained in Circular Nos. 390, 393 & 413, which were issued by this office in pursuance of the Authority's resolution No.26/93 laying down guidelines for issue of NIT's in the press, are not being followed scrupulously by the various Divisions of D.D.A.

It is, therefore, once again enjoined upon all the Executive Engineers/Dy. Directors to strictly follow these instructions. Any violation of the same shall invite disciplinary action.

  
Director(Works)  
D.D.A.

1. All C.E.'s i/c C.E.(QC), C.E.(Design), C.E.(Elect.).
  2. Director(M.M.), Director(Hort.) North & South
  3. All S.E.'s i/c S.E.(QC), S.E.(Design) & S.E.(Elect.).
  4. All E.E.'s i/c E.E.(QC), E.E.(Design) & E.E.(Elect.).
  5. E.O.I, E.O.II, E.O.III to E.M.
  6. ~~All~~ Directors(Hort.)
  7. File No.EM13(5)TC/93/
  8. Guard file.
- Copy to:-

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

  
Director(Works)  
D.D.A.

DELHI DEVELOPMENT AUTHORITY  
EM's OFFICE

NO.EM.1(10)83/ 5567

Dated: 29-04-1994

CIRCULAR NO. 421

**SUB: COORDINATION PROBLEM BETWEEN DDA  
AND MCD REGARDING USE OF SOME DISPUTED  
LAND IN DELHI.**

\*\*\*\*\*

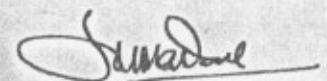
During the recent past, Hon'ble Chief Minister of Delhi has observed that there has been a problem of coordination between DDA and MCD with regard to use of some portions of land which are claimed by both the organisations.

In order that the development/construction programmes of DDA and MCD do not suffer, Hon'ble Lt.Governor of Delhi has directed that :

1. All problems that may arise regarding mutual claims over land should be settled by discussions between Zonal Officers of MCD and DDA.
2. In the event of disagreement, they should send a joint note to VC,DDA and Commissioner,MCD who would then meet and decide the issue.

It is, therefore, enjoined upon all the officers of DDA to note the above directions and take action for all such disputed lands accordingly.

This issues as per directions of Vice-Chairman,DDA.



( S.M. MADAN )  
DIRECTOR (WORKS)

Copy to:-

- |    |  |  |
|----|--|--|
| 1. | PS to VC for kind information of the latter. |  |
| 2. | All Chief Engineers.                         |  |
| 3. | Commissioner(LD).                            | with the request to bring the<br>above instructions of the LG to the<br>knowledge of concerned staff |
| 4. | Commissioner(LM).                            |  |

DELHI DEVELOPMENT AUTHORITY

NO:EM1(10)83/ 6388

Dated:- 19-4-94

CIRCULAR No. 422

SUB: Supply of Potable water in labour camps.

During the past in the monsoon season, some cases of water borne diseases in the labour camps set up by the DDA executing agencies/contractors had come to the notice. Last year, situation worsened to such an extent that there were even some deaths in some of the labour camps on this account.

To avoid recurrence of such incidents, it is enjoined upon all concerned to ensure that:-

1. Only potable water is supplied by the executing agencies in the labour camps.
2. Regular samples of water are drawn by the site staff from the source of water supply in the labour camps and sent to MCD Lab for testing.
3. Wherever drinking water is supplied to the labour camps through tankers, samples are drawn from the tankers and sent for testing.
4. In the water storage tanks, chlorine tablets are added from time to time as per the specified requirement, so that the potability of water remains intact.

Any laxity in compliance of the above instructions shall be viewed very seriously and shall invite disciplinary action.

*[Signature]*

Engineer Member  
D.D.A.

All Chief Engineers i/c CE(Elect.) & CE(QC).  
All Suptd. Engrs. i/c S.Es(Elect.) & SE(QC)  
Director(Hort.) North & South  
All Ex. Engrs. i/c E.Es (Elect) & E.Es(QC)  
All Dy. Director(Hort.)

File No. EM13(1)94/T.C.

- copy to: 1. V.C., DDA for kind information.  
2. E.O.I, II & III for information.

*[Signature]*

Engineer Member  
D.D.A.

DELHI DEVELOPMENT AUTHORITY  
EM'S OFFICE

No. EM1(10)83/ Vol.IX/ 7312

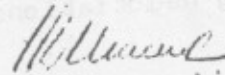
dated: 01-6-94

CIRCULAR NO. 423

The C.V.C. while giving advice in one of the cases relating to C.T.E.'s inspection, has observed that the first reply to the C.T.E.'s observations was submitted by the Executive Engineer after a lapse of more than one year. This inordinate delay in responding to C.T.E.'s observations has been commented upon adversely by the C.V.C. Repeated instructions have been issued in this regard through circulars and in the quarterly review meetings being taken by the undersigned.


It is once again enjoined upon all concerned officers to ensure prompt response to the C.T.E.'s references and to follow the Manual provisions contained in Section 57/Para 9 of CPWD Manual Vol.II scrupulously in this regard so, as to avoid unsavoury comments from the Central Vigilance Commission. Any further lapses of this kind may invite disciplinary action against the defaulting officers.

This may be brought to the notice of all concerned upto the rank of Junior Engineers.

  
( H.D. SHARMA )  
ENGINEER MEMBER

Copy to:-

1. All C.E.'s i/c C.E.(Q.C.), C.E.(Design), C.E.(Elect.).
2. Director(M.H.)
3. Director(Works)
4. Director(Hort.)North & South.
5. All S.E.'s i/c S.E.(QC), S.E.(Design) & S.E.(Elect.)
6. All E.E.'s i/c E.E.(QC), E.E.(Design) & E.E.(Elect.).
7. E.O.I, E.O.II & E.O.III to E.M.
8. All Dy. Directors(Hort.)
9. Guard file.
10. File No.27(157)EE/Vig./IV/90/8

  
ENGINEER MEMBER.  
D.D.A.

DELHI DEVELOPMENT AUTHORITY

NO. EM1(10)83/Vol.IX/7408

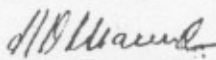
dt. 6/6/94

Circular NO. 424

As per provision contained in Para -12 under section-20 of CPWD Manual Vol.-II, the negotiations should be restricted only to the lowest tenderer unless otherwise advised by the Competent Authority. In connection with the intensive examination of one of the works conducted by CTE's Organisation, however, the Central Vigilance Commission has observed as under :

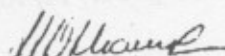
"Negotiations with the second lowest tenderer should have been done only after it was found that the rates quoted by the lowest tenderer were not reasonable. After this was done, negotiations could have been conducted with the second lowest tenderer and a letter from the second lowest tenderer refusing to reduce his rates below those finally quoted by the lowest tenderer should have been placed on record."

It is enjoined upon all Engineers to ensure that the above observations are kept in mind while considering tenders and conducting negotiations for award of works.

  
(H.D. SHARMA).  
ENGINEER MEMBER.

Copy to:-

1. All C.E.'s i/c. CE(JC), CE(Design), CE(Elect.).
2. Director(MM), Director(Hort.) North & South, Director(Works)
3. All SE's i/c. SE(JC), SE(Design), & SE(Elect.).
4. All EE's i/c. EE(JC), EE(Design), & EE(Elect.), EO-I, II & III.
5. All Dy. Director (Hort.).
6. File NO. EM13(6)93/T.C.
7. Guard File.

  
(H.D. SHARMA).  
ENGINEER MEMBER.

DELHI DEVELOPMENT AUTHORITY  
(EM'S OFFICE)

NO. EM.1(10)83/ Vol.IX/ 7497

DATED: 6/6/94

CIRCULAR NO: 425

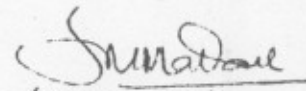
Sub: Notice Inviting Tenders publicity- sending copies to Contractor's Association and Builder's Association.

....

Instructions were issued vide Circular No.27 & 151 issued under letter Nos.EM1(10)83/4101 dated 11.7.83 & EM1(10)83/945 dated 22.8.86 respectively that a copy of notice inviting tenders must be sent to the Builder's Association as well as DELA Contractor's Association and their acknowledgement obtained in writing, atleast 7 days in advance of the last dated fixed for sale of tenders. Copies of these notices must also be sent to all other divisions and circular offices of DELA. In spite of these instructions, it has come to notice that in some cases either the tender notices have not been sent to Contractor's Association/ Builder's Association or have been sent on the last date of sale of tenders. E.Os should ensure that copies of notices are invariably sent to Contractor's Association/Builder's Association well in time as per instructions already issued.

Any lapse observed in this regard in future will attract strict disciplinary action against the erring officers.

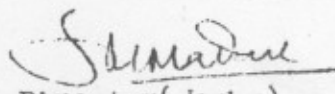
This issues with the approval of E.M.

  
(S.M. Madam)  
Director (Works)

1. All CE's i/c CE(FC), CE(D), CE(Elect.).
2. Director(MH)
3. All SE's i/c SE(AC), SE(D) & SE(Elect.)
4. Director(Work.) North & South.
5. E.O.I, II & III to E.M.
6. All ES's i/c ES(FC), ES(D) & ES(Elect.).
7. All Dy. Director(Work.)
8. Administrative Officer(Plan)/EM's Office.
9. Guard File.
10. File No. EM.2(1)83/Vol.XII/Pt II

Copy to:-

1. V.C., DELA.
2. F.M., DELA.

  
Director (Works)  
DELA.

DELHI DEVELOPMENT AUTHORITY  
(OFFICE OF THE ENGINEER MEMBER)

No.F.5(144)90-91/PG/

Dated:

CIRCULAR NO. 426.....

Para No. 2 of Section 2 of CPWD Manual Volume-II states that no normal work can be commenced or liability thereon incurred until Administrative Approval has been obtained, a properly detailed estimate with design has been sanctioned, expenditure sanction where necessary has been accorded and allotment of funds made.

It has been observed that, in view of these instructions contained in the CPWD Manual Volume-II, funds even for works already executed are not being released by the Finance in the cases where A/A & E/S is not available and where the amount of A/A & E/S has exceeded beyond 10%.

During the course of release of funds, it is also examined whether the funds are available in the approved budget and the funds are also not released in the cases where budget provision is not available or where the budget provision has exhausted.

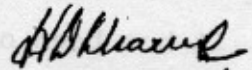
DDA Contractors' Association, DDA Contractors' Welfare Association and a number of contractors have been complaining that they are denied payments even against their passed bills in the cases falling in the above categories. This is resulting in the Department losing its credibility besides creation of contractual complications.

In view of above, the Executive Engineers are instructed not to award any work where either A/A & E/S is not available or has been exhausted. However, in exceptional circumstances where the tenders for some

contd.../-


emergent work are required to be called in public interest, they must ensure that before these works are awarded, necessary action for obtaining A/A & E/S or revised A/A & E/S has been taken by them and necessary funds have been got appropriated/re-appropriated wherever necessary.

Non-compliance of the above instructions shall be viewed seriously and the officers who convey the acceptance of the tenders in contravention of these instructions will be held responsible.

  
(H.D. Sharma)  
Engineer Member

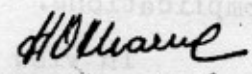
Copy to:-

1. All Chief Engineers(EZ, WZ, NZ, SEZ, SWZ, Elect.Zone and RZ) with 20 spare copies for SEs and EEs;
2. Director(Hort)North & South with 10 spare copies;
3. Director(MM) with 5 spare copies.
4. EM1(10)83/V.1.IX/

  
Engineer Member  
D.D.A.

Copy for information to:-

1. VC, DDA and
2. F.M., DDA

  
Engineer Member  
D.D.A.

No. EM1 (10)8/Vol.IX/10373

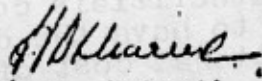
Dated: 4.8.94

CIRCULAR NO. 427

C.V.C. had advised in one of the cases inspected by them that proper records of the disposal of various excavated materials should be maintained.

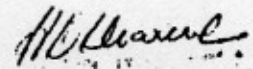
The material received from any excavation is the property of the Government and, therefore, the same should be duly protected and accounted for by taking on records. A proper and comprehensive record of the receipt and disposal of such materials must be maintained, for which the proforma specified for maintaining the record of dismantled materials (Appendix 7 of CPWD Manual Vol.II) may be utilised. In case any such material is subsequently issued for use on either the same work or some other work, the prescribed accounting procedure of taking such material on 'Material at site Register' of the work etc. must be followed.

These instructions may be brought to the notice of all concerned field officers up to the rank of JES/SOs (Hort.) for strict compliance.

  
(H.D. SHARMA)  
ENGINEER MEMBER

Copy to:

1. All C.Es including CE(QC), CE(Design), CE(Elect.)
2. All S.Es i/c SE(QC), SE(Design), SE(Elect.)
3. Director (EM), Director (Works), Director (W/C) Estt, Director (Hort.) North & South
4. All JEs i/c JE(QC), JE(Design), JE(Elect.)
5. All Dy. Directors (Hort.)
6. E.O.I, II & III to E.M.
7. Card File
8. File No.F.26(72)22/Vlg.IV/32.

  
Engineer Member  
D.D.A.

Copy of Letter No.DGW/CON/70, dated  
10.6.94 from FO to DG(Works), CPWD.

Subject: Issue of Blank Tender Documents - Revision  
/ of cost therefor.

In supersession of the provision of para 19.20 of CPWD Manual Vol.II(1988), the cost of Blank Tender Documents will be revised as under. The revised cost will be recovered in respect of blank tender form issued pursuant to notices for issue of tenders advertised on or after 1.7.94.

1. Works costing upto Rs.one lakh with one copy of agreement to be supplied free of cost to the contractor in whose favour the work is awarded. Rs.150/-
2. Works costing between Rs.one lakh and Rs.50 lakhs with one copy of agreement to be supplied free of cost to the contractor in whose favour the work is awarded. Rs.500/-
3. Works costing more than Rs.50 lakhs and upto Rs.2crore with one copy of the agreement to be supplied free of cost to the contractor in whose favour the work is awarded. Rs.1000/-
4. Work costing above Rs.2 crores with one copy of agreement to be supplied free of cost to the contractor in whose favour the work is awarded. Rs.1500/-

Authorities competent to approve N.I.Ts will continue to have the discretion to add to the above prices, any additional cost of drawings to be supplied along with the tender documents as per provision of para 19.21 of CPWD Manual Volume-II(1988)

The cost of duplicate set will continue to be governed by the provisions of para 19.12 of CPWD Manual Volume-II(1988). The CPWD Manual Vol.II(1988) will be amended in due course.

DEVELOPMENT AUTHORITY  
(OFFICE OF THE DIRECTOR WORKS)

F.5(351)93-94/DC/1205-14

Dated: 18/8/94

CIRCULAR NO. 428

In partial modification of Circular No.106 issued vide No.EM.1(10)83/8867 dated 8.8.83, the cost of tender is modified in line with the order issued by the office of DG(Works) CPWD vide No.DGW/CON/70 dated 10.6.94(copy enclosed) as under:-

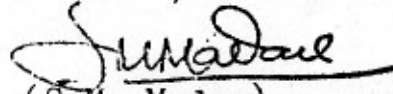
1. Works costing upto Rs.one lakh with one copy of agreement to be supplied free of cost to the contractor in whose favour the work is awarded. Rs.150/-
2. Works costing between Rs.One lakh and Rs.50 lakhs with one copy of agreement to be supplied free of cost to the contractor in whose favour the work is awarded. Rs.500/-
3. Works costing more than Rs.50 lakhs and upto Rs.2 crores with one copy of agreement to be supplied free of cost to the contractor in whose favour the work is awarded. Rs.1000/-
4. Works costing above Rs.2 crore with one copy of agreement to be supplied free of cost to the contractor in whose favour the work is awarded. Rs.1500/-

Authorities competent to approve NITs will continue to have the discretion to add to the above prices, any additional cost of drawings to be supplied alongwith the tender documents as per provision of para 19.21 of CPWD Manual Volume-II(1988).

The cost of duplicate set will continue to be governed by the provisions of para 19.12 of CPWD Manual Volume-II(1988).

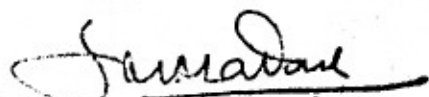
The above rates will be made applicable in DDA w.e.f. the notices for issue of tenders advertised/circulated from 1st September, 1994 onwards.

This issues with the approval of EM, DDA.

  
(S.M. Madan)  
Director(Works)

Encl: As above

1. PS to VC, DDA;
2. Engineer Member, DDA
3. Finance Member, DDA;
4. All Chief Engineers(NZ EZ WZ SEZ SWZ RZ & Elect). with 20 spare copies for SEs and EEs;
5. Chief Engineer(QC);
6. Chief Engineer(Design);
7. C.AO. with 20 spare copies for Dy.CAOs and AOs;
8. Director(Hort)North & South with 10 spare copies for Dy.Director;
9. Director(MM) with 5 spare copies for EE Store Divn.1&2
10. E.O.I, II and III

  
Director(Works)

Copy of Letter No. DGW/CON/70 dated  
10.6.94 from ~~to~~ to DG(Works), CPWD.

Subject: Issue of Blank Tender Documents - Revision  
of cost therefor.

Revision of the provision of para 19.20  
In sup. vol. II (1988), the cost of Blank Tender Docu-  
of CPWD have revised as under. The revised cost will be  
ments in respect of blank tender form issued pursuant  
to the provision of para 19.20 of CPWD Manual Vol. II (1988) for issue of tenders advertised on or after  
1994.

1. Works costing upto Rs. one lakh with one copy of agreement to be supplied free of cost to the contractor in whose favour the work is awarded. Rs. 150/-
2. Works costing between Rs. one lakh and Rs. 50 lakhs with one copy of agreement to be supplied free of cost to the contractor in whose favour the work is awarded. Rs. 500/-
3. Works costing more than Rs. 50 lakhs and upto Rs. 2 crore with one copy of the agreement to be supplied free of cost to the contractor in whose favour the work is awarded. Rs. 1000/-
4. Work costing above Rs. 2 crores with one copy of agreement to be supplied free of cost to the contractor in whose favour the work is awarded. Rs. 1500/-

Authorities competent to approve N.I.Ts will continue to have the discretion to add to the above prices, any additional cost of drawings to be supplied along with the tender documents as per provision of para 19.21 of CPWD Manual Volume-II (1988)

The cost of duplicate set will continue to be governed by the provisions of para 19.12 of CPWD Manual Volume-II (1988). The CPWD Manual Vol. II (1988) will be amended in due course.

...

DELHI DEVELOPMENT AUTHORITY

No. EM1 (10)83/Vol.IX/12073

Dated: 13.9.94

CIRCULAR NO. 429

The Chief Engineer (QC), DDA has, during his inspections and investigations of various works, observed violations of Standing Instructions issued by this office as well as non observance of the codal formalities. Keeping in view the various lapses observed by him, the following directions are issued for strict compliance by all concerned:-

1. It has been observed by CE(QC) that the S.Es are not inspecting the Divisions under their control once in a year as per provisions contained under paras-36 & 38 of CPWD code. Attention in this regard is also invited to Circular No.62 issued by this office, vide which, the attention of all the SEs was drawn to the said codal provisions. It must be ensured that these inspections are conducted by all the SEs without fail.

2. The annual maintenance estimate of the maintenance works should be prepared and sanctioned at the commencement of the financial year. Splitting-up of the works for the purpose of call of tenders should not be resorted to without the approval of the Competent Authority.

3. All Divisional officers shall submit a monthly return of work orders accepted by them during the month to their SEs by 10th of the following month, indicating the reasons for dispensing with the call of tenders for the works and the rates at which these were awarded. Similarly, SEs shall submit a monthly return of the works awarded by them without call of tenders to their CEs. These returns shall be critically examined by the officers to whom these are submitted, and corrective measures taken by them, wherever necessary.

4. The annual limits provided for award of works on work orders by the officers of different levels must be

contd...2/-

strictly followed as per the delegation of powers already circulated.

5. Collecting quotations by hand must not be resorted to unless there is extreme emergency, in which case, the reasons/circumstances must be clearly recorded by the officer accepting such quotations.

6. The execution of work beyond deviation limit should be undertaken only after obtaining the prior approval of the deviation item statement from the competent authority.

7. As soon as it is anticipated that the cost of the work may exceed the A/A & E/S, a revised PE should be initiated immediately and revised A/A & E/S obtained.

8. To keep a proper financial control on the works, CEs and SEs should critically examine the details of the monthly workwise expenditure submitted by the divisional officers on form CPWA-64 and take corrective measures, wherever necessary.

It is once again enjoined upon all to follow the standing instructions issued by this office strictly and also to observe all the codal formalities in the execution of the works. Any violation of these directions will be viewed seriously.

These instructions may be brought to the notice of all concerned up to the level of JEs and SOs(Hort.).

*H.D. Sharma*  
(H.D. Sharma)  
Engineer Member.

Copy to:-

1. All CEs i/c CE(Design), CE(QC), CE(Elect.).
2. All SEs i/c SE(Design), SE(QC), Director(Works) and Director(MM).
3. All EEs i/c EE(Design), EE(QC), EE(Elect.), EO I, II and III to R.M.
4. Director(Hort.) North and South.
5. Dy. Directors(Hort.).
6. Guard File.
7. F26(37)91/Vig./Pt-Instu/Circular.

*H.D. Sharma*  
Engineer Member.  
DDA.

CIRCULAR NO. 430

The Chief Technical Examiner of Central Vigilance Commission during his inspections and investigations on various works has observed a number of violations of standing instructions issued by this office as well as non observance of the codal formalities. Considering the various lapses observed by the CTE, the following instructions are issued for strict compliance by all concerned:-

1. No work should be taken up without A/A & E/S, budget provision and Technical Sanction. A number of circulars have been issued in this regard, the latest being circular No.426, issued on dated 14.6.94.
2. Before taking up any work, the necessity of the work should be thoroughly examined.
3. Wide publicity should be given to the notice inviting tenders as per provisions contained in section 18/Chapter-III of CPWD Manual Vol.II and as per the Standing Instructions issued by this office from time to time.
4. Splitting-up of works for the purpose of inviting tenders should not be resorted to without the approval of the competent authority and the codal provisions relating to award of such split up works should be strictly followed.
5. In the case of contracts or items of contracts relating to earth work, the estimated quantities to be included in the contracts should be worked out as accurately as possible, so that the necessity of any deviation in the stipulated quantities of earth work is minimised.

Special care needs to be taken in the case of deviations in the quantity of earth filling beyond the quantities stipulated in the agreements, where the quantities must be checked thoroughly and reasons for the deviation recorded clearly before the payment is released.

6. Initial and final levels of the items of the earth filling should be recorded in the level books and

and test checked by the PE and AE as per the Standing Instructions issued from time to time and the provisions contained in Chapter-7 of CPWD Manual Vol.II. The level books should be numbered, accounted for and handled like Measurement books.

7. For the purpose of preparation of the justification of tenders, it must be ensured that the rates of materials and labour taken are reasonable and truly represent the prevailing market rates so that there is no occasion for any complaint of inflated rates having been adopted for the purpose of justifying the tenders.

8. Tenders must be awarded after proper and thorough scrutiny. Undue haste in awarding the tenders must be avoided.

9. Any deviation in the quantities of items beyond the quantities stipulated in the agreement should only be resorted to only with the prior approval of competent authority after working out the financial implications involved, so that no undue benefit is given to the contractor. Attention in this regard is also invited to Standing Instructions issued by this office vide Circular No.201 issued on 28.4.87.

10. As far as possible, the works must be taken up only after call of tenders. However, whenever any work is awarded without call of tenders on account of emergency, the precise nature of the emergent circumstances involved should be recorded in writing before dispensing with the call for tenders for the work.

There have been instances, where exactly similar types of works had been awarded through tenders as well as through work orders at the same point of time and at the same location. This, obviously, indicates that there were no reason to justify the award of work without call of tenders. It must be ensured that such instances are not repeated in future.

11. All development and construction activities should

be taken up after proper planning and in a proper sequence so as to avoid any infructuous/wasteful expenditure.

Attention in this regard is also invited to Circular No.372 issued by this office.

12. Jurisdiction of the areas/works falling under the different divisions/sub-divisions must be clearly defined by the concerned authorities, so as to avoid any overlapping of the functioning of the divisions/sub-divisions.

It is once again enjoined upon all to follow the standing instructions issued by this office strictly and also to observe all the codal formalities in the execution of the works. Any violation of these directions will be viewed seriously.

These instructions may be brought to the notice of all concerned up to the level of JTs and SOs(Hort.)

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

Copy to:

1. All Chief Engineers i/c CE(Design), CE(QC), CE(Elect.)
2. All SES i/c SE(Design), SE(QC), Director(Works) and Director(MM).
3. All FES i/c E(Design), E(QC), E(Elect.), E.O.I, II and III to F.M.
4. Director(Hort.) North and South.
5. Dy. Directors(Hort.)
6. Guard File.

*H.D. Sharma*  
Engineer Member  
D.D.A.

Chief Engineer (W2)  
No. CEW2/12(35594/358)

dt. 19/9/94

1. Copy to SE C-5, 13, 17 & SE(P) along with four copies for SES visiting under them for information and strict compliance and acknowledgement be sent to this office for the same.

2. F.O. to CE(W2)

*Not*  
O/T.O to CE(W2)

DELHI DEVELOPMENT AUTHORITY  
( EM'S OFFICE )

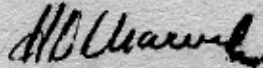
NO. EM.3(30)83/Vol.-IX/12075

Dated: 13.9.94

C I R C U L A R NO. 431

It has been observed that the Transfer Orders of the AEs/JEs/ADs(Hort.)/SOs(Hort.) are not implemented promptly and within a reasonable period of one month as already instructed by this office vide letter No.EM.3(85)88/11354-65 dated 4.8.94.

It is once again enjoined upon all the concerned controlling officers to ensure that all the transferred officials are relieved within one month of the issue of orders. It has also been decided that, henceforth, in the case of a transfer order not being implemented within one month, the salary for the following month shall not be paid to both the transferred official as well as the controlling officer, unless a specific approval for retention of the transferred official has been obtained from the undersigned.

  
( H.D. SHARMA )  
ENGINEER MEMBER

COPY TO:-

1. Vice-Chairman, DDA.
2. Finance Member, DDA.
3. All CEs i/c CC, Design & Elect., DDA.
4. Commissioner (P), (LM), (LD) & (Housing), (Systems & Training), DDA.
5. Commissioner-Cum-Secretary, DDA.
6. Chief Vigilance Officer.
7. All SEs(Civil) & (Elect.), DDA.
8. Dir.(MM), Dir.(Works) & Dir.(W/C) Estt., DDA.
9. Director (Hort.) North & South, DDA.
10. Chief Accounts Officer, DDA.
11. Account Officer (Estt.) Gazetted / Non-Gazetted, & Estt(H)
12. All Ex. Engineers (Civil) & (Elect.), DDA.
13. All Dy. Dir.(Hort.), DDA.
14. E.O.I, II & III to E.M., DDA.
15. Sr. A.O.(Plan), DDA.
16. P.A.O. (Engg.) Wing.
17. File No. E.3(30)83/Vol-XIII./JE.

ENGINEER MEMBER

NO: EM/1(10)83/Vol.-IX/12076

Dated: 13.9.94

CIRCULAR NO. 432

SUB: ROTATIONAL TRANSFERS OF JEs/AEs IMPLEMENTATION  
OF THE POLICY.

It has been brought to my notice by Dir.(W/C) Estt., who is also the Member Secretary (Convenor) of the Committee for Transfers of AEs & JEs, that a large number of AEs & JEs have still not been relieved by the concerned controlling officers although the Establishment orders for their transfer were issued as long as more than a year back in May, 1993, Oct., 93 & Nov. 93 etc.

Attention of all the officers in this regard is invited to this office letter No. E/3(85)88/11354-65 dt. 4.8.92 ( Copy Enclosed), vide which it was directed that the controlling officers must relieve the transferred officials within one month. CEs were also requested to monitor the implementation of the transfer orders and to ensure that no one escaped by default. It was also made clear that the salary of the transferred officials should not be released from the same office if the transfer order had not been implemented within one month and the controlling officers must also be questioned for not honouring the transfer orders issued. Not-with-standing these directions, a large number of officials have still not been relieved despite continuous pursuance by this office as well as by the office of Dir.(W/C) Estt.

The non-implementation of the transfer orders issued by higher authorities tantamounts to disobedience and indiscipline which, obviously, cannot be overlooked. It is, therefore, once again enjoined upon all the CEs and Directors to ensure that the transfer orders issued are promptly implemented. In case any controlling officer is found wanting in the implementation of the same, action should be initiated against him for defiance of the orders and the salary of the controlling officers as well as of the transferred officials should be stopped if the transferred officials are not relieved within one month of the issue of the Establishment Orders.

*H. L. Murthy*

1. CEs. Rohini, NZ, EZ, WZ, SEZ, SWZ, Elect.,  
QC & Design.
2. Director (Hort.) North & South.
3. Director (MM):
4. Director (W/C) Estt.

Copy to:

1. V. C. for kind information.

2. Chief Vigilance Officer.
  3. Commissioner (Personnel)
  4. Commissioners (LM, LD, Housing  
& System & Training.)
  5. Commissioner-Cum-Secy.
  6. Joint Dir. (Bldg.).
- They are again requested to please cooperate in implementation of policy of rotational transfers by relieving the transferred officials promptly and not encouraging them by recommending their requests for extension. They must also evolve a permanent system to regularly monitor implementation of all transfer orders at their own level.

6. NO.E.M.3(30)83/Vol-XIII/JE.

*M. M. M. M.*  
ENGINEER MEMBER  
DDA

No:- EM 3 (25) 88/113511-65

Dt:- 4/8/92

**Sub:- ROTATIONAL TRANSFERS - IMPLEMENTATION OF THE POLICY.**

A policy of rotational transfers for the Engineering Wing has been formulated and circulated to all concerned for implementation. The normal tenures of postings in various Branches have also been prescribed. However, it has been brought to notice that this policy of rotational transfers is not being properly implemented, especially in respect of some Zones. Chief Engineers are again requested to please ensure that policy of rotational transfers is fully implemented so that the engineers have a feeling of assurance about it's implementation.

Some of the points, in this regard, are again reiterated:-

1. The normal tenure for posting in a Zone is six years. Six months before completion of this tenure, the C.Es. must give the names of A.Es. and J.Es. due for inter-Zonal transfer to the Committees appointed for the purpose.
2. Within the Zone also, the normal tenure for a Planning post is two years. For Field postings also, generally speaking, no one should remain in the same seat beyond three years, extendable to a maximum of four years. C.Es. must ensure that such rotational transfers are carried out within the Zone.
3. It is felt that the bulk transfer orders should be issued in September and March of the year to be implemented in early October and early April. This is keeping in view the end of the monsoon season and end of the financial/budgetary year. The other transfers could be done in December and June to be implemented in early January and July. The above schedule is being prescribed so that the officers remember to do rotational transfers towards the end of each quarter. The next list of bulk transfer orders may please be issued by 15th September and a certificate sent to this office that all those, who have completed their normal tenures, are covered in the rotational transfer orders being issued.
4. Once the transfer orders are issued, it is the responsibility of the Controlling Officers to relieve the transferred official within a reasonable period, say within one month. It is the responsibility of the C.Es. to monitor the implementation of transfer and to ensure that no one escapes the net by default. This specific job should be entrusted to T.O. or one of the E.As. One will have to be strict in these matters. The salary

of the transferred officials should not be released from the same office if the transfer order has not been implemented within one month. The Controlling Officer must also be questioned for not following the transfer orders issued.

The undersigned will like to have a certificate from all Chief Engineers before the end of this month that the rotational transfers have been completed by them in their Zones. This should cover all such A.Es./J.Es., who are completing their tenure by 30th September, 1992. Also that, all transferred officials have been relieved by the Controlling Officers in the Zone.

*H.D. Sharma* 4/8/92

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

1. CEs - Designs, Q.C., Rohini, EZ, NZ, SEZ, SWZ, WZ, & Elect.

2. Sh. R.K. Bhandari, Chairman,  
A.Es. Transfer Committee.
3. Sh. S.C. Gupta, Chairman,  
J.E's. Transfer Committee.
4. Sh. Som Dev, Convenor,  
Transfer Committees.

They may please ensure that bulk transfer orders covering all those who are completing their tenures as on 30.9.92 are issued by the middle of this month. They must also make arrangements to monitor the implementation of transfer orders. For this purpose, the task may be assigned to a specified official.

5. Directors(Hort.)North & South.

77  
DEVELOPMENT AUTHORITY  
(GENERAL SECRETARIAT)

No:- EM 3 (25) SV / 112511-65

dt: 11/8/72

Sub:- ROTATIONAL TRANSFERS - IMPLEMENTATION OF THE POLICY.

A policy of rotational transfers for the Engineering Wing has been formulated and circulated to all concerned for implementation. The normal tenures of postings in various Branches have also been prescribed. However, it has been brought to notice that this policy of rotational transfers is not being properly implemented, especially in respect of some Zones. Chief Engineers are again requested, to please ensure that policy of rotational transfers is fully implemented so that the engineers have a feeling of assurance about its implementation.

Some of the points, in this regard, are again reiterated:-

1. The normal tenure for posting in a Zone is six years. Six months before completion of this tenure, the C.Es. must give the names of A.Es. and J.Es. due for Inter-Zonal transfer to the Committees appointed for the purpose.
2. Within the Zone also, the normal tenure for a Planning post is two years. For Field postings also, generally speaking, no one should remain in the same seat beyond three years, extendable to a maximum of four years. C.Es. must ensure that such rotational transfers are carried out within the Zone.
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*H.D. Sharma* 27/8/92  
(H.D. SHARMA)  
ENGINEER MEMBER, DDA.

1. CEs - Designs, Q.C., Rohini, EZ, NZ, SEZ, SWZ, WZ, & Elect.

2. Sh. R.K. Bhandari, Chairman, A.Es. Transfer Committee.
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4. Sh. Som Dev, Convenor, Transfer Committees.

They may please ensure that bulk transfer orders covering all those who are completing their tenures as on 30.9.92 are issued by the middle of this month. They must also make arrangements to monitor the implementation of transfer orders. For this purpose, the task may be assigned to a specified official.

5. Directors(Hort.)North & South.

DELHI DEVELOPMENT AUTHORITY  
(EM'S OFFICE)

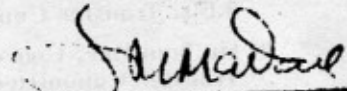
NO. EM.1(10)83/Vol.IX/12353

DATED: 16-9-94.

CIRCULAR NO. 433

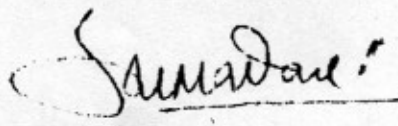
Sub: ~~Corrigendum~~ to circular No.431 regarding implementation of transfer orders of AEs/JEs/ADs(Hort.)/SOs(Hort.)  
....

In circular No.431 issued by EM on 13.9.94, letter No.EM3(85)88/11354-65 dated 4.8.94, referred to in the 5th line may be read as EM3(85)88/11354-65 dated 4.8.92.

  
(S.M. Madan)  
Director(Works)

Copy to:-

1. PS to VC, DDA.
2. PS to EM, DDA.
3. PS to FM, DDA.
4. Commissioner(P), IM, (LD) & (Housing), (Systems & Training), DDA.
5. All CEs i/c QC, Design & Elect., DDA.
6. Commissioner-cum-Secretary, DDA.
7. Chief Vigilance Officer.
8. All SEs (Civil)&(Elect.), DDA.
9. Director(MM), Dir.(Works) & Dir.(W/C) Estt., DDA.
10. Director(Hort.) North & South, DDA.
11. Chief Accounts Officer.
12. Account Officer(Estt.) Gazetted/Non-Gazetted. & Estt.(H).
13. All Ex. Engineers (Civil)&(Elect.), DDA.
14. All Dy. Director(Hort.), DDA.
15. EO I, II & III to EM, DDA.
16. Sr.A.O. (Plan), DDA.
17. PAO/ Regg.) Wing.
18. File No. EM3(30)83/Vol.XIII/JR.

  
Director(Works)

DDA

3  
27/9

DELHI DEVELOPMENT AUTHORITY  
(EM'S OFFICE)

NO. EM.1(10)94/Vol.I/12819

DATED: 28.9.94

CIRCULAR NO: 434

Sub: Implementation of Recommendations in DDA arising out of Enquiry Report on Flooding of Rohini, 1993.

A Committee was constituted by Vice-Chairman, DDA to enquiry into poor conditions of roads and drainage problems etc. in ROHINI PROJECT vide his Order No.PA/VC/93/382-N dated August 2/3, 1993. The Committee submitted its Report, which inter-alia contains recommendations on improving the implementation of projects in DDA. After studying the Report, it has been decided to reiterate as under:-

1. Inspection of works at SEs' level.
  - 1.1 Inspections of divisional offices by SEs should be carried out regularly once in a year as required for proper technical monitoring and control of works and ensuring observance of codal formalities at all levels. (Para 35 of D-Code).
  - 1.2 At present, there is scant attention to Quality Control inspections of works of value below Rs.10 lakhs. SEs, being a pivotal head of quality assurance, are required to inspect all works periodically and issue QC-inspection reports.
  - 1.3 As per CPWD-D-Code, it is the duty of the SE to inspect the various works in progress within the Circle without any monetary limit. He has to record the result of his inspection of the works as frequently as possible and to ensure that the defects pointed out on each occasion are promptly rectified. He has also to record completion of work of specified cost within a period of 3 months from the date of completion of work.
  - 1.4 Proper levels and slopes should be maintained while constructing SW drains, sewer with reference to formation level of roads and anticipated plinth level of buildings including residential flats.

...2...

## 2. Sub-standard Road Works.

There appears to be a general lack of quality consciousness and need for quality assurance. This has resulted in use of less quality of stone metals, screening on various W.B.M. layers; oversize stone metal and less content of bitumen in premix carpetting and bituminous macadam works, contributing to substandard roads. There is a need for adoption of strict quality control measures by EEs and SEs in addition to quality checking done by JEs and AEs.

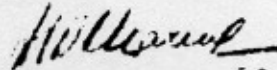
## 3. Horticulture Works.

There is very little supervision over horticultural works as noticed during inspection by the Inquiry Committee. There is large scale absenteeism in horticultural labour due to inadequate supervision by the supervisory staff. Parks with broken boundary wall, missing grills, broken gates, over growth of grass/jungle etc. are an eye-sore and should be attended to comprehensively and brought to proper shape.

## 4. Observing norms and codal formalities/monitoring of expenditure.

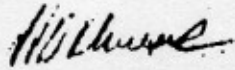
- 4.1 Standard Measurement Books for executing the works of sweeping and desilting of SW Drains/sewer lines should be maintained pocket-wise and blockwise as required for maintenance of buildings. These SMBs can be conveniently utilised for preparation of repair estimates and contractors bills for such services like roads and drains to avoid taking detailed measurement on each occasion. It will also facilitate the recording of work done in parts like in pockets/blocks etc. and resulting ease in making payment to the contractor.
- 4.2 Maintenance estimates for services like sweeping and scavenging of area, desilting of SW drains and sewer lines etc. may be made as per standard norms of local bodies and in accordance with the standard measurements, as available in SMBs. Sanction for such estimates should be obtained from the competent authority in advance at the beginning of financial year in each case separately.

- 4.3 Separate Minor Head under the relevant Major Head, should be operated for booking expenditure under "Maintenance and Repairs" as mentioned in para 2 of Section 1 of CPWD Manual Vol.II, as the same holds true for roads, sewerage, storm water drains and sweeping of area etc. For roads, ordinary repairs (including surface painting and patch repairs), special repairs and periodical renewals should be classified under Sub-head "Repairs".
- 4.4 Close monitoring of expenditure with reference to actual work done at site should be resorted to by the EEs to ensure that total expenditure to date under each sub-head of work does not exceed the sanctioned estimate. The revised estimate, if found necessary, should be submitted to the Sanctioning Authority immediately after completion of work.
- 4.5 Contract management should be strictly adhered to as per codal provisions especially with regard to deviations and substitutions in work contracted for Para-39 of Section 2 and Para 2 of Section 25 of CPWD Manual Vol.II may be referred. Scope of work executed should be strictly restricted to as per technically sanctioned estimate with regard to the amount and location of site.
- 4.6 No expenditure on any work viz. original or maintenance should be incurred without proper administrative approval and expenditure sanction and technical sanction by the Competent Authority and corresponding budget provision for the work during the financial year. In case of emergency VC's written approval would be obtained through EM/FM.
5. VC has desired that all CEs may ensure adhering to above instructions in implementation of works in DDA.

  
(H.D. Sharma)  
Engineer Member

Copy forwarded for necessary action to:-

1. V.C.DDA.
2. F.M., DDA.
3. C.A.O., DDA
4. CE(Rohini), DDA.
5. All other CEs i/c CE(QC), Design & Electrical.
6. All Directors of Horticulture.
7. Director(MM), DDA.
8. File No.PA/CE(QC)/12/DDA.

  
Engineer Member  
DDA

DELHI DEVELOPMENT AUTHORITY

NO. :EM1(10)94/Vol.-I/ 13587

dt. 17.10.94

CIRCULAR NO. 435

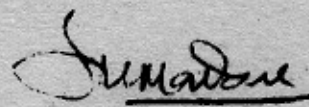
Sub: SHORTAGE OF TENDER DOCUMENTS WITH THE TENDER CLERKS IN THE CENTRALISED TENDER SALE COUNTERS AT VIKAS SADAN/VIKAS MINAR.

It has come to the notice that in one case sufficient number of tender documents were not available for sale with the concerned tender sale clerk, resulting in an unintentional denial of tender documents to some of the intending tenderers.

Such situations can always arise in respect of some isolated cases where sale of tender papers is unduly large. In any such eventuality, it shall be the responsibility of the respective tender clerks to immediately apprise the concerned CAUs or the EEs and to get the stocks replenished well in time so as to ensure that the tender papers are made available to all those who come to buy the same.

These instructions must be followed scrupulously.

This issues with the approval of E.M.

  
(S.M.MADAN)  
DIRECTOR (WORKS)

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

All SEs i/c. SEs(Elect.) & SE(QC).

Director (Hort.) North & South, Dir.(MM).

All Ex.Engineers i/c. EEs(Elect.) & EEs(QC).

All Dy.Director (Hort.).

File NO. F.27(37)94/Vig.

Tender sale clerks Vikas Sadan/Vikas Minar.

All C.A.Us.

Copy to:-

1. V.C., DDA for kind information.
2. EO-I, II & III for information.