

DELHI DEVELOPMENT AUTHORITY
E.M.'S OFFICE.

NO. EM1(10)94/Vol-I/14274

dt. 8.11.94

CIRCULAR NO. 436.

Sub: CRITICAL EXAMINATION OF THE ROLE OF SUPERVISING
STAFF BEFORE SANCTION OF REDUCTION ITEM STATEMENTS.

During inspection of one of the works, the CTE had pointed out that the competent authority should not pass reduction item statements and there-by accept the sub-standard material/workmanship in a routine manner. All such cases must be critically examined and responsibility must be fixed for slackness in supervision, where ever, warranted.

It is, therefore, enjoined upon all engineers that all out efforts must be made to ensure that any sub-standard material or workmanship is not accepted as a routine. In case of totally unavoidable circumstances, the same should only be accepted with the prior approval of the competent authority. The competent authority should also not approve reduction item statements for use of sub-standard materials/workmanship as a routine. They should critically examine all such cases and obtain explanations from the concerned JEs/AEs/EEs as to why the work could not be initially executed as per the specifications. Their versions should be examined in detail to assess if there had been any slackness on their part and if so, proper action should be initiated against the defaulting officers for dereliction of duty. It is only after satisfying itself from all these angles, that the competent authority should approve the reduction item statement.


(H.D. SHARMA)
ENGINEER MEMBER.

ALL CEs i/c. CE(ELECT.) & CE (QC).

ALL SEs i/c. SEs(ELECT.) & SE (QC).

DIRECTOR(HORT.) NORTH & SOUTH.

ALL EEs i/c. EE(ELECT) & EE (QC).

ALL DY. DIRECTOR (HORT.)

Copy to:-

1. VC,DDA, for kind information.
2. E.O.-I,II & III, DDA for information.
3. File NO. EM8(119)88/CTE/WZ/


ENGINEER MEMBER.

9994

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

NO:EM:1(10)/4/Vol.I /14646

Dated:-15-11-94

STANDING INSTRUCTION NO. 437

While reviewing the progress of Horticulture works on 28-10-94, following directions were issued by the Vice-Chairman for taking further action by the concerned :

1. At the time of preparing the landscape of any green area, Director(Landscape) would keep in mind that all the structures, may it be a Chowkidar's hut or pump house or site office, get merged with the landscape of the area.
2. There should be no ugly looking Chowkidar's hut or pump house or any other structure existing in the park. Wherever such structures are already existing, Horticulture Wing would provide creepers in consultation with Director (Landscape) so that the structures get merged with the landscape of the area.
3. To ensure that garden/park is clearly visible to the people walking on the road, no boundary wall or fencing of park in any of the horticulture greens would be raised. In case, it is felt that the boundary wall of any park is required to be raised, then that would be with the prior approval of Engineer Member.

This issues with the approval of Engineer Member.

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

T.O
Pl. w/ am all
Caro.
12/11
Copy all SES
10/11
10/11
10/11

ALL CHIEF ENGINEERS WZ
CHIEF ARCHITECT
DIRECTORS(HORT.)-NORTH & SOUTH
DIRECTOR(LANDSCAPE)

Copy to:-

1. Vice-Chairman for his kind information.
2. In file No.EM.3(64)88/Hort./Genl. with E.O.III.
Vol.XV/Pt.IV

N.K.

S.M. Madan
DIRECTOR (WORKS)

No. CE (WZ) 12(44) 94/

Copy to All SES if SE(P) & F.O. to CE (WZ)

T.O to CE (WZ)

DELHI DEVELOPMENT AUTHORITY

No.EM1(10)94/Vol.I/15214

Dated: 25.11.94

CIRCULAR NO.438

Sub: Construction of huts by the labour of Construction Agency at the construction sites.

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This is in continuation to circular No.401 earlier issued vide No.EM1(17)83/9147 dated 24.6.93 vide which specific instructions were given to strictly implement the provisions of Clause-6 of PWD-7 & 8 to ensure that all the jhuggies/huts constructed by the contractors at work sites for their labour are completely removed immediately after physical completion of the work.

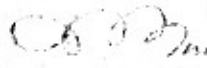
Notwithstanding the strict compliance of the above mentioned instructions earlier issued, it is, however, enjoined upon all field engineers to explore all probabilities of avoiding the construction or location of labour huts near the work sites as far as possible. Whenever labour huts are pitched, the Engineer-in-Charge will prepare a plan of the area to be occupied by the labour of the Construction Agency reflecting there-upon the number of huts to be constructed. The Engineer-in-Charge would obtain an undertaking from the Construction Agency that the site shall be cleared of the labour huts after the project has been completed. This undertaking must be kept on record by the Engineer-in-Charge. Henceforth, no contract would be finalised till the Engineer-in-Charge certifies that the area occupied by the labour of Construction Agency has been cleared/vacated. The specimens of the undertaking to be obtained from the Construction Agency

contd...2/-


as well as the certificate to be recorded by the
Engineer in Charge are given in the enclosed Annexure

These instructions must be followed scrupulously.

Encl: As above.


(R.L. HAMS)
ENGINEER MEMBER

1. All Chief Engineers, DDA i/c CE(QC), CE(D) & CE(Elect.)
2. OSD to V.C for kind information of V.C.
3. All S.Es, DDA i/c SEs(QC), SE(D) & SE(Elect.).
4. Director(MM), DDA.
5. Director(Hort.) South & North, DDA.
6. All EE's, DDA i/c EE's(QC), EE(D) & EE's(Elect.).
7. All Dy. Directors(Hort.), DDA.
8. File No. EM15(3)23/Inspection.


Engineer Member
D.D.A.

Sub: Construction of huts by the labour of the
Construction Agency at the construction sites.

.....

Undertaking by the Construction Agency.

I/We hereby undertake that:-

1. Full site free from any encroachment has been
handed over to me/us on _____
2. The labour huts _____ in nos. pitched/constructed
by me/us at site as shown on the site plan duly
signed by me/us belong to me/us.

These shall be removed from the site before the
completion of the work. In case of failure to do so, the
department can get the same removed at my risk & cost.

Sd/-

Construction Agency

Certificate of Engineer-in-Charge

Certified that the land handed over to the
Construction Agency is free of encroachment and all the labour
huts pitched/constructed by the Construction Agency have
been included in the site plan.

Sd/-

Engineer-in-Charge

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

NO:EM.(10)'94/vol-1/15846 Dated: 25.12.94

CIRCULAR NO. 439

SUB: ANTI-TERMITE TREATMENT OF HOUSING/
COMMERCIAL BUILDINGS:

Earlier instructions were issued vide Circular No. 379 dated 25.11.93 that, no chemical for Anti-termite Treatment would be procured centrally or locally and no Anti-termite Treatment would be carried out in Housing/Commercial Buildings of DDA.

The entire matter has again been reviewed by Vice-Chairman and it has been decided that earlier decision to do away with the Anti-termite Treatment in DDA Housing/Commercial/Office Buildings etc. shall continue.

It is also clarified that in view of this decision, a recent circular bearing No.TAP42/TADC/2611-2841 dt.11.8.94 issued by D.G.,CPWD, under the Subject, Chemical for Anti-Termite treatment, shall not be made operative in DDA till further orders.

This issues with the approval of Engineer Member.

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

ALL CEs
ALL SEs
ALL EEs
DIR. (HOPT.) NORTH & SOUTH
DIRECTOR (DM)
File No.CE(D)YA(125)94/DDA.
COPY TO:-

1. PS to VC, DDA for kind information of the latter.
2. PS to EM for kind information of the latter.

[Signature]
F.O.-I to F.M.

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

NO:EM.1(10)/94/Vol.1/ 16138

Dated:-9.12.94

CIRCULAR NO. 440

SUB: ISSUE OF POSSESSION LETTERS BY HOUSING BRANCH
ONLY AFTER ASCERTAINING THE AVAILABILITY OF
SERVICES FROM THE CONCERNED CE.

As a policy decision, Housing Branch has to issue possession letters only after receipt of certificate regarding availability of all the services from the Chief Engineers concerned. Regarding availability of services, while submitting the costing details, the complete position has to be indicated by the Chief Engineer concerned in the proforma already devised in consultation with Housing Branch. No possession letter has to be issued without availability of all the services or on the basis of tentative date of availability of services indicated by Zonal Chief Engineer.

During the recent past, it has been observed that possession letters had been issued by Housing Branch without ascertaining the availability of services from the Chief Engineer concerned. This has brought a lot of criticism to DDA when the possession of houses could not be handed over to some allottee for non-availability of certain basic services.

To avoid the avoidable criticism, it has, therefore, been decided that Housing Branch will issue possession letters only after ascertaining the position of availability of all the services from concerned Chief Engineers only.

THIS ISSUES WITH THE APPROVAL OF VICE-CHAIRMAN, DDA.

(R.L. HANS)
ENGINEER MEMBER

1. Commissioner(Housing)
2. All Chief Engineers i/c CE(Elect.)
3. All S.E.'s i/c S.E.'s(Elect.)
4. Directors(Housing)-I & II
5. All Ex. Engineers(Civil) & (Elect.)

Copy to:-

1. Vice-Chairman for his kind information.
2. Finance Member.
3. Director(works).
4. E.O.-I, II & III.
5. A.O.(Plan).
6. In file No.LM.3(125)/89.
7. Guard File.

(R.L. HANS)
ENGINEER MEMBER
D.D.A.

(N.K.)

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

No. EM.1(10)94/Vol.I/16004

Dated : 20.12-94

STANDING INSTRUCTIONS NO. 441

SUB:- D/O Land for Block 19, Geeta Colony Groups
Housing Societies in TYA, Gandhi Nagar

The above work was taken up without the proper Administrative Approval & Estimate Sanction. After three years of completion of the work, preliminary estimate based on plinth area rates was submitted for an amount of Rs. 164.00 lakhs. as against the actual expenditure of Rs. 128 lakhs..

The remarks of the Vice-Chairman dated 8.9.94 at Page-38/N of File No. EM.6(63)90/Estt. are reproduced as under :-

" After completion of work, Engineering Wing attempted to get the P.R. sanctioned for Rs. 1.64 Crores (W.O.B.) when the actual expenditure was Rs. 128 lacs. Even the Finance did not examine the matter seriously."

All the Chief Engineers are asked to ensure that for the completed schemes, the estimates are submitted on actual expenditure and not on plinth area rates. Non-compliance of the instructions shall be viewed very seriously and all concerned shall be liable for disciplinary action.

B.O. II to E.M.
D.D.A.

All C.E.s & J/c Electrical

All S.E.s & S.E.(P)s

Director (Hort.) N & S

with five spare copies.

Copy to :

File No. EM.6(63)90/Estt./

DELHI DEVELOPMENT AUTHORITY
(E.M. OFFICE)

NO:EM.1(10)/94/ Vol-I/17030-54

Dated:- 22.12.94

*CIRCULAR NO. 442 *

SUB: CLASSIFICATION OF ORIGINAL WORKS:

During the recent past, it has been observed by the Finance that in one of the Hort.Divisions, the expenditure actually incurred on a New work has been charged to the 'maintenance' head. Booking the expenditure for original works to maintenance head is not proper and does not reflect a clear picture of the expenditure actually incurred on maintenance works.

The classification of original works is already available under Section 1, para 4 at page 6 of CPWD Manual Vol.II, the extract of which is reproduced below :

"For the above purpose 'original works' comprise of all new construction, whether of entirely new works or of additions and alterations to existing works and purchases and also works whether of additions and alterations or of special repairs of newly purchased or previously abandoned buildings/structure required for bringing them into use".

The above classification holds good for original works to be carried out in horticulture greens as well. It is, therefore, enjoined upon all Directors/Dy.Directors-(Hort.)-ensure that expenditure on original/maintenance works is booked in the proper head accordingly.

(R.L. HANS)
ENGINEER MEMBER

1. DIRs.(HORT.)-N & S
2. DY.DIRs.(HORT.)-I TO X

Copy to:-

1. C.D. to VC for kind information of the latter.
2. Finance Member
3. Chief Engineers(SwZ) & (NZ)
4. Chief Accounts Officer
5. Director(works)
6. All Dy.C.A.Os.
7. E.O.I, II & III
8. A.O.(Plan)/EM's Office.
9. In file NO.EM3(64)88/
Hort./Vol.XVI.

(R.L. HANS)
ENGINEER MEMBER

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

NO: EM.1(176)/4/Vol.1/ 17245

Dated: -29/12/94

STANDING INSTRUCTIONS NO. 443

SUB: TENDERS FOR PILE FOUNDATION WORKS.

During the course of WAB meeting held on 6-12-94, it was observed by the Board that in the cases of tenders for building work, where pile foundation work was included in the N.I.T., the start of work had got delayed in the initial stages. Consequently, the completion of these works had been delayed, on account of which, the department had to make payment under clause 10CC to the executing agency.

In order to overcome this avoidable delay in completion of works and un-necessary financial loss on account of payment under clause 10CC, it has been decided that in case the tenders for building work, include the pile foundation work, such tenders shall be floated only when the pile foundation drawings have been finalised, or otherwise, the tenders for pile foundation work shall be called separately.

It is, therefore, enjoined upon all concerned to ensure that the above instructions are followed meticulously.

(R.L. HANS)
ENGINEER MEMBER

1. ALL CHIEF ENGINEERS(C)
WITH 20 SPARE COPIES
FOR THEIR SEs & EEs.
2. CHIEF ENGINEER(DESIGN)
WITH FIVE SPARE COPIES.

Copy to:-

1. OSD to VC for kind information of the latter.
2. Finance Member
3. Chief Architect
4. Chief Accounts Officer
5. Chief Engineer(Llect.)
6. File No. WAB.1(76)/Pt.XXIII
/Secy./

ENGINEER MEMBER

DELHI DEVELOPMENT AUTHORITY

No. EM1 (10) 24/Vol. I/ 123

Dated 14.1.95

STANDING INSTRUCTION NO. 444

SUB: INSTRUCTION FOR ASSISTANCE TO BE PROVIDED BY ENGG. WING DURING DEMOLITION OPERATIONS.

The following instructions are issued for strict compliance by all concerned.

1. Requisition for bulldozers for demolition shall be issued only by CLM/DLM/DD (LPB). On receipt of such requisition, the bulldozers shall invariably be made available by Executive Engineer-in-Charge Mechanical and Workshop division^{who} shall streamline the working of the Mechanical and Workshop Division in such a manner that bulldozers are kept in readiness so that these are made available even on short notice. In case of rare emergency, when the Elect. Wing may not be able to provide the departmental bulldozers for demolition operations, then CE (Elect.) shall make alternative arrangements from the market and provide bulldozers for the demolition operations.
2. The bulldozers shall reach the site of operation the previous night and stationed either at the Police Station or at any other site mutually decided with the DD (LPB) and Ex. Engineer, Mechanical and Workshop Division.
3. The system of issue of POL shall remain as per the earlier practice i.e. to be arranged by Electrical Wing.
4. Chief Engineer (Elect.) must circulate a roster of duties of the concerned AEs (Elect.) / JEs (Elect.) who would be attending to demolition operations to be undertaken in each zone. The duty roster shall be circulated for each month in advance with copy to Comdr. (LM) / DLM.
5. The JE (Elect.) on duty, as per the roster, shall invariably accompany the bulldozers (Departmental as

well as private) made available by the Elect. Wing for each demolition operation. The JE(Elect.) would stay throughout the demolition operation and ensure that the Bulldozers remain in working order.

6. Fencing of the cleared land shall continue to be primarily done by the South Eastern Division No.7, which is exclusively posted under the control of Commr. (LM).
7. However, in case of major operations or more than 1 operations likely to be taken up on the same day, if it is felt by Commr. (LM) that EE, SED-7 shall not be able to cope up with the quantum of work, then, Commr. (LM) may specifically send requisition to the concerned Ex. (Civil) incharge of the area, in advance, to make alternative additional arrangements for providing fencing to the vacated land within their jurisdictions. The concerned Ex. Engineer (Civil) will comply with such requests.
8. Removal of malba should start the same day and should be completed most expeditiously. In case malba removal spills on to the next day, necessary deployment of Police/Security Guards of LPB should be arranged. This work will be entrusted to Ex. Engineer, SED-7 or to the local Executive Engineer who have received the requisitions from LPB for protection/fencing.
9. Similarly, shifting of the illegal occupants to other places will also be the responsibility of Ex. Engineer, SED-7 or the local Ex. Engineer as the case may be.
10. These instructions come into ^{force with} immediate effect. This issues with the approval of Vice-Chairman, DDA.

(Signature)
(R.L. HANS)
ENGINEER MEMBER

1. All C.Es 1/c CE(Elect.) & CE(QC)
2. Commr. (LM)/Commr. (LD)
3. All SEs(Civil)/Elect./QC
4. Directors(Hrt.) North & South
5. Director (LM)
6. All EEs(Civil)/Elect./QC
7. All Dy. Directors(Hrt.)
8. All Dy. Directors(LPB)/Lands Branch.

Copy for information to:-

1. Vice-Chairman
2. Finance Member
3. Director (Works)
4. EOs-I, II & III to EH
5. File No. EM15(5)94
6. File No. P. 10 (1)DDA/CE(E)/1880

22.11.95
Engineer Member
I.D.A.

2/11

DELHI DEVELOPMENT AUTHORITY
(EM'S OFFICE)

NO. EM6(1/11)/9/Pst./Misc./Pt. 575-S

DATED: 11.1.95

STANDING INSTRUCTION NO: 445

Sub: Preparation of Preliminary Estimates-
"Revised procedure and sub-mission of monthly returns"

At present, the P.Es are submitted to EM's Office for accord of A/R & E/S. PEs are submitted in triplicate sets. Thereafter, one copy of R.E. is retained in Director(Works)'s Office for technical aspects and two sets are forwarded to finance wing for obtaining financial concurrence.

A) The files are passed on separately with observations from Dir(W) Office and Finance Wing. Once file is forwarded to SE(P) office, it takes it's own time for compliance submission of observations/requisite details. Generally, SE(P) office forwards the file to circle office and thereafter, circle office forwards to concerned division. At times, a file takes about 15 days to travel from EM's office to the concerned division office.

B) Similarly, Finance Wing sends it's file to Director(Works) office and the process is repeated, as mentioned in para (a) above. The process of sending files by D(W) office and Finance Wing continues for months together till all observations are attended to. This cause unnecessary shuttling of file between D(W) office and Finance Wing to SE(P)/divisional office due to improper compliance to the observations made by the Finance Wing/D(W) Office.

C) It is, therefore, enjoined upon all concerned officers (SE(P)s) to follow the following procedure for P.Es submitted hereafterwards:

- 1) In future, PEs should be directly forwarded to FINANCE WING by the concerned SE(P) (in duplicate) for obtaining financial concurrence to the estimates. This will avoid routing of files to Finance Wing through D(W) Office. It will be entirely the responsibility of Planning Wing(SE-P) Office to

Copy to J.A. S.E. & SE(P) for info. & n.a.
2. E.A. of CE(WZ) office.

16 CE(WZ) 12(9) 95/147

16/1/95

Signature
T.O.F. CE(WZ)

Copy to SE(P)s, 13, 17 & SE(P) J.E.

for information & n.a. please

Signature
N.C. To 10 CE(WZ)

W-M.

DELHI DEVELOPMENT AUTHORITY

No. FM/ (10) 94/Vol. I/ 754

Dated: 12.1.95

STANDING INSTRUCTION NO. 446

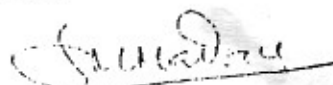
Sub: Pre-qualification criterion for call of tenders
for specialised jobs.

Kind attention of all concerned is invited to Standing Instruction No.359 containing certain clarifications in respect of the instructions issued earlier on the subject vide Standing Instruction No.344. The clarification vide Standing Instruction No.359 was basically issued to include some additional works in the list of the specialised works included in the earlier instructions and to affect a few other minor corrections in the conditions to be stipulated in the M/Ts for such specialised works. The supersession of the instructions was only to the limited extent of the additions/corrections contained in the subsequent Standing Instruction No.359.

However, some of the C.Es are interpreting that Standing Instruction No.359 is to supersede all other provisions of earlier Instruction No.344 and, as a consequence, are taking the stand that tenders for such specialised works can no more be issued to the contractors registered with various local bodies mentioned in the Standing Instruction No.344.

In this context, it is once again clarified that all other provisions of Standing Instruction No.344 except those specifically mentioned in subsequent Standing Instruction No.359 continue to be effective. As such, the tenders for such specialised works have to be invited from the contractors registered in appropriate class with DDA, CPWD, HTS, PWT, NDHC & MCD.

This issues with the approval of F.M.



(S.H. MADAN)
DIRECTOR (WORKS)

All zonal C.Es (C) & CE (Elect.) / CE (CC) / C.E (Design)
Directors (Hort.), North & South / Director (TH)

271
contd..2/-

- 2 -

obtain financial concurrence and submit the P.E. to D(W) office for obtaining A/A of the Competent Authority.

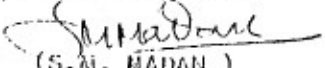
- ii) One set of P.E. shall be forwarded to Dir.(works) office for Co-ordination, monitoring and to examine the P.E. w.r.t. general requirements, such as documentation, form of presentation and conformity to various policy decisions.
- iii) SE(P) Office will submit a copy of P.E. after having obtained financial concurrence from Finance Wing. The process of financial concurrence will be between SE(P) and concerned Dy. C.A.O./Dy. F.A.(H), as the case may be.
- iv) P.E. will be put up to competent authority for accord of Administrative Approval in BA Office after financial concurrence has been obtained by SE(P) and copy of the same is submitted with endorsement of Finance Wing.

The above procedure will be followed with immediate effect. In the meantime, all efforts should be made to get the pending PEs processed on priority.

SE(P) office of each Zone will be monitoring the achievements of engineering planning every month. He will be submitting monthly returns of fresh PEs prepared/submitted in respect of PEs for which financial concurrence has been obtained and no. of PEs in which case administrative approval was got completed during a month. The statement should be forwarded to Dir.(W) office on every 4th of the month.

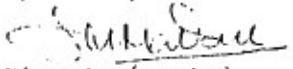
Finance Wing will also submit monthly returns of PEs received and number of PEs for which financial concurrence was given by them during a month to BA office on every 4th of the following month. The returns will be monitored by Dy.C.A.O.II and Dy. F.A.(H)-II in respect of PEs submitted by Planning Wing (Engineering).

It may please be carefully noted by engineers at all levels (field/planning) that the responsibility for correctness/technical scrutiny of P.E. lies with office/authority competent to initiate the P.E.


(S.M. MADAN)
Director(Works)

Copy to:-

1. All Chief Engineers with 10 spare copies.
2. Directors(Hort.)-North & South with 6 spare copies.
3. C.A.O. with 10 spare copies.
4. EM 1(10)94/Vol-1.


Director(Works)

16 JAN 1995

NO:EM.15(5)94/ 863-78

Dated: 13.1.95

STANDING INSTRUCTION NO. 447

SUB: ASSISTANCE TO BE PROVIDED BY THE ENGINEERING
WING DURING DEMOLITION OPERATIONS.

In this regard, detailed instructions duly approved by V.C., DDA have been recently issued vide Standing Instruction No. 444 for compliance by all concerned. In order to ensure that the various instructions contained in the above circular are complied with without any let or hindrance, I have further been directed to convey the following instructions of the E.M. for strict compliance:-

1. Since the demolition operations are more or less regularly undertaken by the DDA throughout the year, it would be expedient that the Electrical Wing enters into a running contract for hiring the trailers incorporating a special condition that the trailers shall be made available even on short notice.
2. The minimum watch and ward staff should be sent by the Elect. Wing alongwith the departmental bulldozer(s) to ensure its safety during the night halts. CE(Elect.) may project his requirement of watch and ward staff to Dir.(W/C Estt.) who shall then make immediate arrangements to divert such staff under the control of Elect. Wing. Any staff engaged or detained after office hours for the purpose of rendering assistance in making available the bulldozers for demolition operation could be compensated in accordance with the rules.
3. CE(Elect.) must ensure that the complete machinery being owned by DDA, particularly the bulldozers, do not remain under-utilized for want of adequate number of operators. In case, the cadre of operators needs to be strengthened, CE(Elect.) should immediately move a case for the same.
4. It had been pointed out by the CE(Elect.) that the movement of heavy traffic vehicles on the roads is restricted during morning hours from 7.30 A.M. to

Contd....2/-

Pl process it
on plc start-up

Re

17/1

D/b none

17/1

EAD

WIM 18/1

ALLSE'S

11.00 A.M. and in the evening from 4.00 P.M. to 8.00 P.M. In normal circumstances, the Commr. (IM) or his authorised officer should send the requisition for bulldozers sufficiently in advance keeping in mind these restrictions about the movement of heavy traffic vehicles on the roads so that no difficulty is faced by the Elect. Wing in despatching the bulldozers to the site of operations. However, in case of emergencies, when notices can not be given to the Elect. Wing sufficiently in advance, it would be the duty of Commr. (IM) to simultaneously obtain permission from traffic authorities and send the same to the Elect. Wing alongwith the requisition for the bulldozers.

This issues with the approval of Engineer Member.

S. M. M. Khan
(S.M. M. KHAN)
DIRECTOR (WORKS)
D.D.A.

1. OSD to VC for kind information of the latter.
2. PS to E.M. for kind information of the latter.
3. CE(Elect.), DDA.
4. Commissioner (IM), DDA.
5. Dir. (W/C Estt.), DDA.
6. All CEs, DDA. W-2
7. SE(Elect.)-I, DDA.
8. E.O.-I, II & III to E.M.
9. EE, SED-7, DDA.
10. EE, Mechanical and Workshop Division.
11. File No. F.10(1)/DDA/CE(E)/1880
12. File No. F.10(1)/DDA/CE(E)/1880

hu (Elwz) 12(9) 95/190

dt 18/1/95

copy to SE/CS, 13 & 14 for necessary action please.

for 15,
To to (Elwz)

o/c

DELHI DEVELOPMENT AUTHORITY
ENGINEER MEMBER
VIKAS S J N: NEW DELHI

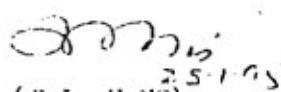
NO: EM1(10)94/Vol.-I/ 1860

DT: 30-1-95

CIRCULAR NO: 148

SUB: USE OF DESIGN MIX CONCRETE IN DDA WORKS.

The C.P.W.D. Specifications- 1991-92, Vol. II has introduced vide para No. 5.8 Design Mix Concrete for M 20 to M 35 concrete. It is decided that this provision of design mix concrete shall be followed for important RCC works in DDA with immediate effect in the NITs' for RCC, Command tanks, Box culverts, bridges, tunnels, framed structures with M-20 or richer mix in any part, pile foundations, retaining walls, etc. The design of mix shall be got prepared from the approved laboratory by taking samples from the materials actually used/ to be used at site and approved by Engineer-in-charge. A set of samples sent to the laboratory for design mix shall be preserved at the work site. Separate design mix will have to be approved corresponding to each source. All instructions contained in the CPWD Specifications- 1991-92, Vol.-II paras 5.8.0 to 5.8.15 including all other relevant IS Codes will be applicable. The Asstt. Engineer shall be responsible to ensure the quality of materials conforming to the approved samples. Any change of source of material/ quarry sites will not be permitted without specific approval of the Engineer-in-charge. Clarifications required, if any, may be referred to Chief Engineer (Design) Delhi Development Authority.


(R.L. HANS)
ENGINEER MEMBER

All Chief Engineers, DDA

All Suptdg. Engineer, DD.

All Ex. Engineers, DDA.

File NO. COO/CE (Design) /114.

DELHI DEVELOPMENT AUTHORITY
(EM'S OFFICE)

NO: EM.1(10)94/Vol.I/3615

Dated: 22-2-95

TECHNICAL CIRCULAR NO- 449

SUB: SECURED ADVANCE IN RESPECT OF UNFINISHED
METAL PRODUCTS.

CTE during one of the inspections of a work observed that Secured Advance had been paid :-

1. On the material for which advance had previously been paid to the contractor.
2. For unfinished products i.e. non-anodised aluminium section.

In this context, the attention of the field engineers is drawn towards the provisions contained in para 32.5.3 of CPWD Manual Vol.II which is reproduced below :-

"A formal agreement should be drawn up with the contractor under which Government secures a lien on the materials and is safeguarded against losses due to the contractor postponing the execution of the work or to the shortage or misuse of the materials, and against the expense entailed for their proper watch and safe custody. Payment of such advances should be made only on the certificate of an officer not below the rank of Sub-Divisional Officer, that the quantities of materials upon which the advances are made have actually been brought to site, that the contractor has not previously received any advance on that security and that all the materials are required by the contractor for use on items of work for which rates for finished work have been agreed upon. The Officer granting such a certificate will be held personally responsible for any overpayment which may occur in consequence. Recoveries of advances so made should not be postponed until the whole of the work entrusted to the contractor is completed. They should be made from his bills for work done as the materials are used, the necessary deductions being made whenever the item of work in which they are used are billed for."

CE/12/12/94/737

dt 2/3/95

Copy to all SEs, SEds, TO, FO, EEs & EAs for information & necessary action pl.

Contd....2/-

Krishna

To A-6 (E/W)

DELHI DEVELOPMENT AUTHORITY
(EM'S OFFICE)

NO: EM.1(10)77/ Vol-I/3925

Dated: 28.2.95

INSTRUCTION NO 450

SUB: USE OF PROPER M.S. COVERS AND FRAMES FOR
OVERHEAD RCC TANKS IN ORDER TO MAKE IT
MOSQUITO PROOF.

CTE's Organisation, during one of the inspections of DDA work, had observed that the M.S. Frames and Covers used in RCC Tanks were not of proper shape as specified in clause 19.2.17 of CPWD Specifications Volume-II, which is essential to make the tanks mosquito proof.

It is, therefore, enjoined upon all field engineers to ensure that in all future works M.S. Covers and Frames of proper shape, as mentioned in figure 90 of CPWD Specification Volume-II, only are used in the overhead RCC tanks.

(R.L. HANS)
ENGINEER MEMBER

COPY TO:-

1. All CEs i/c QC, Elect. & Design.
2. All SEs i/c. QC, Elect. and Design.
3. All EEs i/c. QC, Elect., & Design.
4. File No. EM.8(94)EE/CTE/WZ.

ENGINEER MEMBER
D.D.H.

Office of (E/WZ)

NO (E/WZ) 12(9)95/776

dt 7/3/95

Copies to all SE's, SE/DHT, EEs, TO, & EAs for
information & necessary action please.

To to (E/WZ)

Again under Appendix 48 to para 32.5.4 of CPWD Manual Vol.II, the item at Sl.No.4 for which secured advance can be granted under Category 'A' for civil work is :-

"Finished products of brass, iron or steel such as doors and window frames, wiremesh gate, G.I sheets etc."

Thus secured advance can only be given for finished products of metal/metal alloy door and window frames.

It is, therefore, enjoined upon all concerned to ensure that secured advance is paid for materials actually brought by the contractor in conformity with the manual/codal provisions.

(R.L. HANS)
ENGINEER MEMBER

COPY TO:-

1. All CEs including CE(QC) & CE(Design).
2. All SEs including SE(QC), DCA.
3. All EEs.
4. File No. EM.8(25)91/CIE/WZ/DEM.

:R.K.:

DELHI DEVELOPMENT AUTHORITY
(EM'S OFFICE)

NO: EM.1(10)/5/451-4266

Date: 8/3/95

CIRCULAR NO. 451

SUB: INCLUSION OF UNNECESSARY/REDUNDANT SPECIAL
CONDITIONS IN NITs.

CTE, during the inspection of one of the works of DDA recording providing and laying of peripheral water lines, had observed that a special condition in respect of the procedures to be adopted for testing of water lines had been incorporated in the agreement, which, during the execution of the work, had not been complied with. A serious view has been taken of the incorporation of unnecessary conditions in the Notice Inviting Tenders which are difficult/not feasible to be followed subsequently during the execution of works either due to their stringent nature or due to the exigencies of the work. Incorporation of such redundant conditions has a latent possibility of receiving higher rates because the contractors would be accounting for the implied financial liability while calculating their tendered rates. In addition to this, whenever such conditions are not subsequently adhered to, the deptt. has to resort to effecting recoveries thus creating avoidable complications in the operation of contracts.

It is, therefore, enjoined upon all Engineer to exercise utmost caution while laying down special conditions in the NIT's. No redundant and impractical conditions should be incorporated in the tender documents so that the operation of the contract remains convenient and without any complications.

(R.L. HANS)
ENGINEER MEMBER

COPY TO:-

1. All CEs, DDA i/c. CE(Elect.), CE(QC) & CE(Design).
2. All SEs, DDA i/c. SE(Elect.), SE(QC), SE(Design).
3. All EEs, DDA i/c. EE(Elect.), EE(QC), EE(Design).
4. Director (H.t.) North & South.
5. Director (M.A.), DDA.
6. File No. F.26(58)/93/Vic.

ENGINEER MEMBER
D.D.A.

DELHI DEVELOPMENT AUTHORITY
E.M.'S OFFICE.

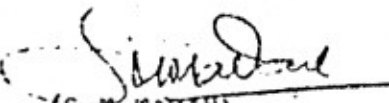
NO. EM1(10)95/7033-60

dt. 4-4-95

CIRCULAR NO. : 452

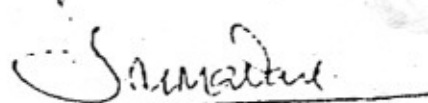
- Sub: i) CPWD Schedule of Rates for Electrical Works (Part-I Internal) 1994.
- ii) CPWD General Specifications for Electrical Works (Part-I Internal), 1994.

Engineer Member, DDA has accorded approval for the adoption of above mentioned Schedule of Rates & General Specification for Electrical Works in D.D.A. The Schedule of Rates & Specification for Electrical Works as above will come into effect from 01/04/1995.


(S.M. MADAN)
DIRECTOR (WORKS).

Copy to:-

1. PS to EM for kind information of the latter.
2. All CEs i/c. CE(Elect.), CE(TC), CE(Design). (with 20 spare copies for circulation).
3. All SEs i/c. SE(TC), SE(Design) & SE(Elect.). (with 10 spare copies for circulation).
4. Director (WH), Director (Hort.) North & South. (with 10 spare copies for circulation).
5. All EEs (Electrical), DDA.
6. C.A.U./DDA.
7. EO-2, EO-3 and Sp. AO (Plan).
8. File NO. EM1(10)95/GIS.


DIRECTOR (WORKS).
D.D.A.

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

NO:EM.1(10)95/7083-253

Dated: 4.4.1995

CIRCULAR NO - 453

SUB: MONITORING OF THE PREPARATION AND SETTLEMENT
OF THE FINAL BILLS OF THE CONTRACTORS.

It has been observed that the final bills of the contractors remain pending with the Divisional Officers for years together resulting in not only bad industrial relations but also financial and legal implications in the operation of the contracts. In this context, it is needless to point out that time is the essence of any contract for which expeditious finalisation of the bills is a prerequisite. The EEs must, therefore, give due importance to the finalisation of the bills as expeditiously as possible so that generally no final bill remains pending for more than six months after the completion of works unless there are compelling reasons/ circumstances for the same.

In order to monitor this vital aspect of any contract, it is desired that the SEs should, henceforth, pursue the same in the following manner:-

- a) Keep an account of final bills pending with each Executive Engineer :
- b) Undertake periodical review of position in regard to such bills :
- c) Review the approval/sanction of extra/substituted items because timely action in this regard will help in expeditious finalisation of the bills and,
- d) Ensure an expeditious grant of request for extension of time by the Construction Agency, with or without the levy of penalty, depending upon the merits of such applications which are normally withheld by the Executive Engineers for a considerable length of time without any rhyme or reason.

Contd....2/-

In order to have an effective control over the pendency of final bills, the record of the finalisation of pending bills will be maintained in the prescribed moving proforma Part-I to V (enclosed) as per the procedure detailed below :-

1. Concerned Executive Engineer will prepare (fill up) five copies of the proforma. He will keep one copy with him and send four copies to the Circle Office.
2. The Circle Office, after receipt of 4 copies of this proforma, will fill up all the details relating to the Circle Office. One copy of the same will be kept in the Circle Office and three copies will be sent to the Chief Engineer's Office.
3. When three copies are received in CE's Office, these will be sent to SE(Planning), who will fill up the information and details relating to his office and send two copies to Finance Officer to the CE after retaining one copy in his office.
4. On receipt, Finance Officer will fill up the necessary details and obtain orders of CE in the matter. He will retain one copy in his office and the other copy will work as a moving copy which will be returned to the EE directly.
5. EE after incorporating the up-to-date details shall submit the moving copy to the SE and he shall in turn submit it to the CE every month for monitoring the progress of finalisation of bills at all levels. All offices shall update their copies from this moving copy. The calendar of submission of the moving copy shall be as under :-
 - a) Submission of moving copy by EE by 10th of every month.
 - b) Submission of moving copy by SE by 15th of every month.
 - c) Submission of moving copy by SE(P) by 20th of every month.
 - d) Return of moving copy by CE to EE by 25th of every month.

letter

6. These proformae will be submitted with the covering/ indicating the number of the pending final bills. The proformae will be filled up for all the pending bills irrespective of their values.

All Engineers are directed to scrupulously follow these instructions.

Encl: As stated.

[Signature]
30.3.95
(R.L. HANS)
ENGINEER MEMBER
D.D.A.

1. All GE's i/c Electrical and QC.
2. All SE's i/c Electrical and Q.C.
3. All Directors i.e.M.M., Hort. (North and South).
4. All EE's i/c Electrical and Q.C.
5. All Dy. Director (Hort.).
6. All F.O.'s.
7. File No. EM.1(9)95/GTS.

COPY TO:-

1. VC, DDA for kind information.
2. F.M., DDA^{for} kind information.

[Signature]
30.3.95
(R.L. HANS)
ENGINEER MEMBER
D.D.A.
4

PROFORMA FOR FINALISATION OF PENDING FINAL BILLS

Name of Division:- _____

Circle _____

PART - I

PARTICULARS OF WORKS:

1. Name of work; _____
2. Name of contractor _____
3. Estimated Cost _____
4. Tendered Cost _____
5. Agreement NO. _____
6. Anticipated Cost _____
7. Date of Start of Work _____
8. Stipulated date of completion _____
9. Actual date of completion _____
10. Whether contractor has accepted
the full and final measurement. _____
11. Target date fixed for finalisation
of bill _____
12. Reference of A/A and E/S
Full Name of Scheme _____
13. Reference of T.S. _____
14. Deviation if any, _____
15. Amount and date of pre-
final bill . _____

PART - II.

A. COMPLETION CERTIFICATE

Whether recorded:

- i) If, yes, Ref. NO. & Date _____
- ii) If not, give reasons, _____
- iii) Ref. No. & Date of sending the same to Circle Office. _____
- iv) Position in Circle Office. _____
- v) Whether completion certificate issued by the Senior Architect, as required vide para 56 of CPWD Code. _____
 - a) Ref. NO. and Date of sending the same to Senior Architect. _____
 - b) If issued, Ref. NO. and Date. _____
 - c) If not, reasons thereof _____

B. EXTENSION OF TIME CASE :

If required please furnish the following information

- a) Ref. NO. and date of submitting the same to Circle Office. _____
- b) Position in Circle Office. _____

Please also state reasons for delay if any, indicate present position in respect of following :

- i) CTE Observations _____
- ii) QC observations _____
- iii) CE's Observations _____
- iv) Audit observations _____
- v) Position of contractor's ledger. _____

PART - III

POSITION OF EXTRA ITEMS/SUBSTITUTED/DEDUCTION AND REDUCTION ITEMS

- i). Position in EE's Office
Whether EE has Sanctioned the
above items except deduction
and reduction in his competency
If not, reasons for delay
- ii) Ref. NO. and Date of submission
of above items to Circle Office.
- iii) Whether SE has sanctioned the
above items within his compe-
tency and if not, the reasons
for delay may be indicated.
- iv) Ref. NO. and date vide which
extra and substituted items
have been referred to the
Office of SE(P).
- v) position in SE(P) Office.

PART - IV

PARTICULARS OF AMOUNT OF BILLS.

- i) Provision in BE for
Current year
- ii) Anticipated Amount of Final
BILL
- iii) The amount and the shape
in which security deposit
is available with the department.
- iv) Details of part payment with-
held by the department and also
indicate the position of handing
over of flats and maintenance
period.
- a) Total NO. of Flats
- b) Flats handed over
- c) Remaining flats

PART - V

WHETHER THE CONTRACTOR/DEPARTMENT HAS GONE INTO
ARBITRATION IF SO, GIVE FULL DETAILS :

.....

- i) NO. _____
- ii) Date vide which Arbitrator has
been appointed. _____
- iii) Name of Arbitrator _____

- iv) Present position of
arbitration case. _____

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



EM 5(238) 72/Pt/3-9556

Dated:- 9.5.95

*CIRCULAR NO. 454

SUB: ISSUE OF POSSESSION LETTER FOR BUILT-UP SHOPS, OFFICE FLATS AND COMMERCIAL PLOTS BY LANDS WING ONLY AFTER ASCERTAINING THE AVAILABILITY OF SERVICES FROM CONCERNED CHIEF ENGINEERS.

During the past, it has been observed that Lands Wing had issued possession letters for built-up Commercial Shops/ Office flats and Commercial plots in various Commercial Centres under different Zones, without ascertaining the final position of availability of various services from the Chief Engineers concerned. This has brought a lot of criticism to DDA when the actual possession of shops/ Commercial plots could not be handed over to some allottees, for non-availability of certain basic services.

As a policy decision, Lands Branch has to issue possession letters only after receipt of certificates regarding availability of all the services from the Chief Engineers concerned. Regarding availability of services, while submitting the costing details, the complete position has to be indicated by the Chief Engineer concerned in the proforma already devised in consultation with Lands Branch. No possession letter has to be issued without availability of all the services or on the basis of tentative date of availability of services indicated by Zonal Chief Engineers, in the costing details.

In order to save the department from such avoidable criticism, it has been decided that Lands Branch will henceforth issue possession letters only after ascertaining the position of availability of all the services from concerned Chief Engineers.

Issue circular to all SEs, SE(P), EE, EEs

10/5

(R.L. HANS)
ENGINEER MEMBER

1. COMMISSIONER(LD)
2. ALL CHIEF ENGINEERS i/c CE(ELECT.)
3. ALL SEs i/c SEs(ELECT.)
4. DIRECTOR(CE)/DIRECTOR(LANDS)
5. ALL EX.ENGINEERS(CIVIL/ELECT.)

Cpy to all SE, SE(P), EE, EEs of the Zone, EAT, II & III

Contd..2/-... *16/5*

W-M

Copy to:-

1. Vice-Chairman for his kind information.
2. Finance Member.
3. Director(Works).
4. E.O.I, II & III.
5. A.O.(Plan).
6. In File No. EM.5(258)72
7. Guard File.
8. File NO. EM1(10)95.

[Signature]
37.7.55
ENGINEER MEMBER

HK

office of (E(wz))

NO (E(wz)) 12(a) 95/1626

dt 18/5/55

copy to all SE's, EE's, SE(P/IT, FO,
EA I, II & III for n.a. pl.

Cu.
To to (E(wz))

olc
n/w
17/5

DELHI DEVELOPMENT AUTHORITY
E.D.'S OFFICE

NO. EM1(10)95/ 9557

dt 9.5.95

CIRCULAR NO. 455

Sub: Prompt reply to Parliament/Assembly questions giving complete details to the respective nodal officers.

It has been pointed out by Chief Engineer(WZ), who is the nodal officer for coordinating replies to Parliament/Assembly Questions pertaining to the Engineering wing, that the Zonal CEs, Dir.(MM) and Dir.(Hort.) North and South are not paying adequate attention to sending of timely and comprehensive replies to the various Parliament/Assembly Questions. Many of the times the replies received are very sketchy and have to be returned. Some times the information given is inadequate and draft replies have to be supplemented on the basis of the personal knowledge. This results in avoidable delays in submission of proper replies to the Ministry, creating panic situations.

It is, therefore, enjoined upon all the CEs, Dir.(Hort.) North and South and Dir.(MM) that they must monitor the disposal of Parliament/Assembly Questions at their personal level to not only ensure that the replies are sent in time but also that all the connected information is given by them in a proper shape, to enable the Nodal Officer to directly incorporate the relevant information in the final reply.

(R.L.HANS),
ENGINEER MEMBER.

Copy to:-

1. All CEs i/c. CE(Elect.), CE(JC) and CE(Design).
2. Director (MM).
3. Dir.(Hort.) North and South.
4. CE(WZ), w.r.t. his letter NO. CE(WZ) 14(1)95/
Misc./ 1153 dt. 4/3/95.
5. File NO. EM3(33)77.

ENGINEER MEMBER.