

NO: EM.1(10)98/ 9034

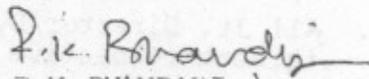
Dated: 27.9.99

CIRCULAR NO. 522

It has been brought to the notice of this office that on completion of Civil/Electrical Works in Parks/Green Areas etc. by respective Civil/Electrical Divisions, no proper handing over/taking over of these works including the inventories takes place between the Civil/Electrical Divisions and the concerned Horticulture Divisions. Such a situation leads to all sorts of confusions. Whenever any information is sought, each one pass on the responsibility to the other, which is not administratively desirable.

It is, therefore, directed that after completion of the Civil/Electrical Works in the Parks/Green Areas, all completed assets (Civil/Electrical) should be formally handed over to the concerned Horticulture Divisions by the respective Civil/Electrical Divisions along with complete inventory and plans etc. In case where land does not stand handed over to Hort. Deptt., the same should also be formally handed over by Civil Divisions to the concerned Hort. Division. This would ensure proper accountability of the staff for any encroachments on land and also for loss/theft of any assets/property of the Parks/Green Areas.

These instructions must be passed on to all concerned and followed scrupulously, with immediate effect.

  
( R.K. BHANDARI )  
ENGINEER MEMBER  
D.D.A.

Copy to:-

1. All CEs(Civil/Elect./QC/HQ & Design), DDA.
2. All SEs(Civil, Elect., QC, CDO & Design) Circulation through their respective CEs, DDA.
3. CVO w.r.t. his letter No.F27(325)97/Vig.-IV/89 dated 1.7.99.
4. SE(Vic.)-I & SE(Vic.)-II, DDA.
5. Project Manager Fly-Over Projects Gr.I & II, DDA.