

**DELHI DEVELOPMENT AUTHORITY**  
**EM's SECRETARIAT**

No. EM1(10)2024/Circular/DDA/ 35

Dated: 19/1/24

**CIRCULAR NO. 01 OF 2024**

It has come to notice that the Arbitration cases are not being dealt with effectively even though comprehensive instructions were issued earlier vide circular even no. 838, dated 21.07.2022 and asserted again vide circular even no. 508 dated 18.10.2023 (copies enclosed). It has also been noticed that concerned EE's are not attending the arbitration hearing personally and no heed is being paid to prepare proper defence to counter arbitration claims of the agencies with available records.

It is therefore, once again reiterated that the instructions as already issued vide circular even no. 838 dated 21.07.2022 should be scrupulously followed, failing which disciplinary action will be initiated against the erring officer.

**Encls:** - As above

19/1/24  
EM/DDA  
o/c

**To:**

All Chief Engineers, DDA to bring to the notice of all SE's/EE's for compliance.

**Copy to:**

1. OSD to VC, DDA for kind information.
2. CLA, DDA for kind information.
3. Circular file of EM office.

19/1/24  
EM/DDA  
o/c  
1/4  
FOI

**DELHI DEVELOPMENT AUTHORITY**  
**EM's SECRETARIAT**  
**INA, VIKAS SADAN, NEW DELHI - 110023**

No. EM1(10)2024/Circular/DDA/54

Dated: 1-2-2024

**CIRCULAR NO. 02 OF 2024**

**Sub: Removal of encroachments and unauthorized construction and protection of DDA property (Role of various officers).**

Time and again, it has been noticed that the instructions / guidelines contained in the office orders / circulars issued vide office order no. PS/DLM-I/DDA/2017/dated:07/2018/659 dated 27.09.2018 by Pr. Commr. (Coordn.), office order no. PS/VC/DDA/2019/315-N dated 23.09.2019 issued by Vice Chairman, DDA, office order no. F9(116)2019/LMC/CIR/DDA/29 dated 15.01.2021 by Commissioner / Land Management, DDA and circular no. EM3(7)77/misc./DDA/vol.26/98 dated 23.02.2023 issued by CE(HQ)/DDA on the above cited subject are not being followed scrupulously by the various field units of DDA. Guidelines were also given in these circulars regarding proper monitoring of watch and ward of DDA properties, removal of encroachment / unauthorized constructions, proper maintenance of vacant land and proper handing over / taking over the land on zonal plan during transfer of officer concerned.

It is therefore, once again enjoined upon all the field staff to strictly follow the instructions issued vide above mentioned office orders / circulars, any violation of the instructions shall invite disciplinary action.

This issues with the approval of EM/DDA.

**Encls:**

1. Copy of circular no. EM3(7)77/misc./DDA/vol.26/98 dated 23.02.2023 issued by CE(HQ)/DDA.
2. Copy of office order no. F9(116)2019/LMC/CIR/DDA/29 dated 15.01.2021 by Commissioner / Land Management, DDA.
3. Copy of office order no. PS/VC/DDA/2019/315-N dated 23.09.2019 issued by Vice Chairman, DDA.
4. Copy of office order no. PS/DLM-I/DDA/2017/dated:07/2018/659 dated 27.09.2018 issued by Pr. Commr. (Coordn.).

**To:**

All Chief Engineers, DDA to bring to the notice of all SE's/EE's for compliance.

  
(Sanjay Kumar Khare)  
CE(HQ),DDA

o/c

**Copy to:**

1. OSD to VC, DDA for kind information.
2. Commissioner (LM), DDA.
3. PS to EM, DDA.
4. EO-I, II, III, DDA.
5. EE (Monitoring) & EE (Co-ordination), DDA.
6. Circular file.

  
31/1/2024  
CE(HQ),DDA

o/c   
30/1/24  
EO-1



**DELHI DEVELOPMENT AUTHORITY**  
**EM's SECRETARIAT**  
**INA, VIKAS SADAN, NEW DELHI - 110023**

No. EM1(10)2024/Circular/DDA/108

Dated: 28/2/24

**CIRCULAR NO. 03 OF 2024**

It has been brought to the notice of EM Secretariat that the detailed estimates for accord of technical sanction and calling of tenders are being prepared by field staff in a very casual manner without incorporating proper specifications and other details as given in the detailed drawings. As a result, just after award of work, proposals for deviations / extra items etc., are received in the higher offices stating the reasons that insufficient provisions / no provisions is available in the agreement. This shows a casual approach towards planning activities, preparation of estimates which leads to disputes with the agencies, various financial implications and time and cost overrun of the projects.

It is therefore, enjoined upon all the field staff that special care must be taken to compute the quantities correctly to obviate any subsequent chances of abnormal deviation during execution of work. Care should also be exercised to prepare proper schedule of quantities, so that there are no errors in the description of quantities, rates and unit, the descriptions of non-scheduled items should clearly mention all specifications required to be adopted in the execution of such items so that there is no confusion either in mind of the executing agency or the supervisory field staff.

As soon as it is anticipated that in a particular case due to unavoidable reasons, the deviation limit is likely to exceed the prescribed limit specified in the contract, the EE concerned shall submit the complete case to the competent authority for obtaining his / her approval in advance before undertaking any work in excess of the quantities mentioned in the contract including the deviation limit.




Proposals of extra items or deviations without proper justification shall be viewed seriously and officers responsible would be liable for disciplinary action in such cases.

This issues with the approval of EM/DDA.

**To:**

All Chief Engineers, DDA to bring to the notice of all SE's/EE's for compliance and ensure while forwarding the cases to EM Office.

  
(Sanjay Kumar Khare)  
CE(HQ), DDA

**Copy to:**

1. OSD to VC, DDA for kind information of the latter.
2. PS to EM, DDA for kind information of the latter.
3. EO-I, II, III, DDA for information.
4. EE (Monitoring) & EE (Co-ordination), DDA for information.
5. Circular file.

  
CE(HQ), DDA

8/c   
27-02-24



**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
VIKAS SADAN, INA, NEW DELHI-110023**

**dirworks@dda.org.in**

**No: EM1(10)2024/Circulars/ DDA/Vol.I/152**

**Date: 12/03/2024**

**CIRCULAR NO. 04**

**Sub: - Advisory regarding splitting of Work.**

It has been observed in various Construction/Development work that there is splitting in the tender of work is being done without following due procedure and necessary approval of Competent Authority.

This has been viewed very seriously by EM, DDA and it has been directed that splitting of tender shall be avoided and only in unavoidable circumstances, this splitting of tender shall be done after complying codal formalities and as per the Delegation of Powers.

This issues with the approval of EM/DDA.

*Amit Singh*  
12/03/2024  
(Amit Singh)  
Director (Works), DDA

**Copy to:**

1. PS to EM/DDA for kind information of the latter please.
2. All Chief Engineer (EZ, NZ, Dwk, SZ, RZ, Sports, Narela & Horticulture)/ DDA for necessary compliance.
3. Guard file.

*Amit Singh*  
12/03/2024  
Director (Works), DDA

0A  
*Circular file*  
*A*  
12/03/24

**DELHI DEVELOPMENT AUTHORITY**  
**EM's SECRETARIAT**

No. EM1(10)2024/Circular/DDA/256

Dated: 16/4/24

**Circular No. 05 of 2024**


**Subject: Arbitration cases related to works**

1. It is observed that most of the applications of the contractors for appointment of Arbitrators are received when their legitimate dues are not settled by the field staff of DDA. These legitimate payments are generally on account of final bill, extra items, reimbursement of increased GST, VAT to GST issues etc. It is also observed that in most of the cases, the final bill is not paid due to shortage of funds in that particular head.
2. The Chief Engineers have been directed to review each and every case and process the same for RPEs, wherever required. A regular meeting on each claim needs to be taken by Chief Engineer every fortnight to bring the issues in line. The SEs should be assigned to monitor all such cases and they should hold regular meetings with their EEs.
3. Chief Engineer should give targets to SEs/EEs for early submission of all RPE cases and also to process the legitimate dues of the agencies.
4. The list of pending final bills have been asked from Chief Engineers in their respective zone but regrettably, no Chief Engineer except one Chief Engineer has submitted the list of pending final bills.
5. It is also observed that many EEs and other staff are not processing the bills on one pretext or the other. CEs should review all such cases and defaulting officers should be issued show cause notice for further necessary action.
6. Many letters from EM office asking certain clarifications on the application of the agencies for appointment of Arbitrators have been issued but no reply is being received from Chief Engineers.
7. It is enjoined upon all staff that if Arbitration award is published by the Arbitrator and the same was found due to carelessness or negligence on the part of any official, disciplinary action shall be initiated against the concerned official(s).



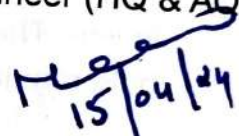
8. A status report of all on-going Arbitration cases, details of new applications for appointment of Arbitrators and their status be submitted by each Chief Engineer on priority.
9. All Chief Engineers shall ensure timely submission of agenda for Arbitration Scrutiny Board (ASB) meeting in EM office so that sufficient time is available for conducting meeting of ASB and filing appeal before appropriate court, if required.
10. All CEs shall bring this to the notice of their subordinate officers for compliance.

This issues with the approval of EM/DDA.

  
(Sanjay Kumar Khare)  
Chief Engineer (HQ & AQC)

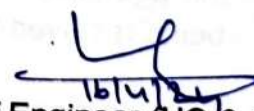
To,

1. Chief Engineer/EZ DDA
2. Chief Engineer/SZ DDA
3. Chief Engineer/NZ DDA
4. Chief Engineer/Rohini DDA
5. Chief Engineer/Narela DDA
6. Chief Engineer/Dwarka DDA
7. Chief Engineer/Sports DDA

o/c  
  
15/04/24  
They should bring this to the notice of all subordinate officers for compliance.

Copy to:

1. OSD to VC DDA, for kind information of VC, DDA please.
2. PS to FM/DDA for kind information of FM, DDA please.

  
Chief Engineer (HQ & QAC)

o/c  
  
15/04/24

**DELHI DEVELOPMENT AUTHORITY**  
**E.M.'s SECRETARIAT**  
**VIKAS SADAN, INA, NEW DELHI - 110023**

No. EM1(10)2024/Circular/DDA/304

Dated: 3-5-24

**Circular No. 06 of 2024**

1. It has come to notice that when Vigilance related complaints referred to other Departments of DDA seeking specific information are either not being responded to or are responded after substantial delay with a great amount of persuasion. As a result, the investigations get substantially delayed.
2. Since most of these complaints point towards acts of individual corruption by exploitation of system loop-holes, it is of utmost importance that they should be attended to expeditiously and corrective/punitive action taken so that the image of the organization is not tarnished.
3. In case responses are not received within the stipulated time, it will be presumed that it is being done intentionally in order to delay/derail the investigation process. In such cases, suitable action may also be initiated against the concerned officials for not co-operating with the investigation with mala-fide intention.
4. All CEs are directed to bring the above to the notice of all their subordinate officers/officials and to ensure that when any information / report is sought by Vigilance Deptt. regarding any complaint, the same should be attended to expeditiously and responded within the time as stipulated therein.

This is issue with the approval of EM/DDA.

(Sanjay Kumar Khare)

Chief Engineer (HQ & QAC)

g/c 21/2  
02/05/24

Mee  
02/05/24

To,

1. Chief Engineer/EZ DDA
2. Chief Engineer/SZ DDA
3. Chief Engineer/NZ DDA
4. Chief Engineer/Hort. DDA
5. Chief Engineer/Rohini DDA

They should bring this to the notice of all subordinate officers for compliance.

6. Chief Engineer/Narela DDA
7. Chief Engineer/Dwarka DDA
8. Chief Engineer/Sports DDA

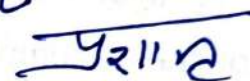
They should bring this to the notice of all subordinate officers for compliance.

Copy to:

1. OSD to VC DDA, for kind information of VC, DDA please.
2. PS to EM/DDA for kind information of EM, DDA please.

  
Chief Engineer (HQ & QAC)

d/c



02/05/24





**DELHI DEVELOPMENT AUTHORITY**  
**ENGINEER MEMBER'S SECRETARIAT**  
**INA, VIKAS SADAN, NEW DELHI-110023.**

No. EM1(10)2024/Circular/DDA/Vol.1/300

Dated: 3-5-2024

**CIRCULAR NO - 57/2024**

The Principal Director of Audit, infrastructure conducted audit in August, 2022 on "Planning, Construction and allotment of houses of DDA". The following instances regarding the irregularities/deviations from laid down procedures have been noticed by the Audit Team. These irregularities have been viewed seriously. In some instances, it has caused significant losses to the Govt. exchequer. In view of the above, the following instructions are issued for strict compliance by all concerned.

- i. In some of the cases, the eligibility criteria for the bidder are not properly defined in the NIT document. The most crucial part i.e. bidding capacity is over looked and not incorporated in the NIT documents. In many cases the Audit Team has taken a serious view on this. It is enjoined upon all NIT approving authorities that bidding capacity should invariably be incorporated in the NIT documents.
- ii. It has also been noticed by the audit team that abnormal delay have taken place in accepting the bid of the lowest tenderer after receipt of bid. NIT approving authorities should ensure that sufficient validity period is specified in the NIT and the validity should not be got extended except in exceptional cases.
- iii. In one instance, it has been noticed by audit that estimated cost put to tender (ECPT) was erroneously worked out and kept in NIT much lower than the actual cost of work. However, tender was accepted by modifying the ECPT. This may have resulted in calling of bid from the ineligible contractors having bidding capacity much lower than the requirement as per actual cost of the work. All NIT approving authorities

shall ensure that proper estimated cost should be worked out with respect to the drawings and specification. It is enjoined upon all Chief Engineers that due care shall be given while preparing preliminary estimate/detailed estimate and ensure that all items of work which are covered in the scope, are included in the estimate with utmost accuracy with measurement to the maximum extent.

- iv. In one instance, it has been noticed by audit that the contractor had not furnished the completion certificate in support of his claim of having successful completion of work along with the bid submission. However, during scrutiny of the technical bid, two works were considered but for none of these works, the completion certificates were attached with the tendered documents. No certificate was found in record also. However, these documents were prerequisite as per the definition of similar work as mentioned in the NIT. It is enjoined upon all tender accepting authorities that they should ensure the completion certificate and other relevant documents as per the eligibility criteria of the NIT should be submitted by the bidder along with the bid only. The documents submitted after submission of bid should not be accepted.
- v. It is also noticed by audit team that in some selected work, the requisite records to verify the qualification and experience of the technical staff as per the tender documents was not found in record. Due to non-availability of records, it could not be ensured by audit that proper technical staff was deployed in work. This may have adverse impact in the quality of work. All Executive Engineers are directed to ensure that the technical staff as per the tendered documents be deployed by the agency and should be available at site as per the requirement of scope of work being executed at that time. In case the required technical staff is not deployed, necessary recovery as per the tendered documents should be made from the contractor's bills.
- vi. In one of the work, the audit has found the work was awarded to the agency in July, 2015 however, the concerned official initiated the process of engagement of TPQA much later in August, 2018 that is after a lapse of three years from the award of work and the work was awarded



to the TPQA in the month of July, 2019 that too after one year from the date of initiating process for engagement of TPQA. This delay in engagement of TPQA could not rule out the adverse impact of quality of the work being executed by the contractor. All the Chief Engineers and field officers are directed to ensure the action of engagement of TPQA, should be initiated immediately after award of main work to ensure that TPQA agency is in place when the work is executed. This is required to ensure good quality of work by the agency.

All the above instructions should be brought to the notice of field officers for strict compliance.

This issue with the approval of VC, DDA.

[E-file: EM/F1/0007/2024/EE-M/Misc-O/oDirector(Works) (Computer No- 79226)]

ole  
03/5/24  
(Ashok Kumar Gupta)  
Engineer Member

To

All Chief Engineers and Chief Architect

Copy to:

1. VC, DDA for kind information.
2. FM, DDA for kind information.

ole  
03/5/24  
Engineer Member



Office of Chief Engineer (HQ)  
संख्या  
No. 2450

Dated 28/5/2024

दिनांक/Date 22/5/24

**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
INA, VIKAS SADAN NEW DELHI-110023**

No.: - EM1(10)2024/Circular/DDA/Vol.1/386  
(e-office computer no- 79226)

Dated: 21-5-24

Circular No -08/2024

**Sub.: Constitution of Committee for finalizing specifications in projects.**



It is observed in EAC meetings that huge deviations take place in most of the works due to change in the specifications of various items. As a result, the cost of most of the work increases abnormally high and the Revised Estimate is required to be sanctioned in the EAC meetings. Also, it is observed that the rich specifications are considered at those places, where rich specifications are not required as per requirement. To avoid, these deviations and change in specifications after award of work, it was decided in 168<sup>th</sup> EAC meeting held on 15.04.2024, that a committee should be constituted under the chairmanship of EM/DDA for finalizing specification before taking up any project.

The committee shall comprise the following members.

1. Chief Engineer of respective Zone
2. Chief Architect
3. Dy. CAO of respective Zone.

It is requested to kindly comply the above stated direction for taking up any project in future.

**This issues with the approval of VC DDA.**

CE(HQ & QAC)

Copy to: -

1. VC, DDA for kind information please
2. EM, DDA for kind information please
3. FM, DDA for kind information please
4. PC(Hort./Housing/LD)/DDA for kind information please
5. Chief Architect, DDA for kind information please
6. All Chief Engineer's, DDA for kind information & necessary action please.

PS  
CE/HQ

CE  
22/5

EO-1  
22/5

CE(HQ & QAC)

22/5/24  
Circular 2024 file.

**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
INA, VIKAS SADAN NEW DELHI-110023**

**No.: - EM1(10)2024/Circular/DDA/Vol.1/ 387**  
(e-office computer no- 79226)

**Dated: 21-5-24**

**Circular No -09/2024**

**Sub: - General instruction to improve the quality and finish of various works being executed under DDA.**

**General:**

1. The samples of all items to be used in the work like tiles, WC fittings, Sanitary installations, Doors/windows/cupboards hardware, electrical fittings, granites, doors, windows, paint/laminations (Mica) etc. should be approved by the competent authority i.e NIT approving authority. The approved sample should be kept at site under custody of AE in-charge till completion of work. A sample approval register should also be prepared and should be got signed by contractor also. Reputed and time-tested items should only be used.
2. AAC blocks should not be stored in open. These should be protected from rain.
3. The variation in the prices of different makes mentioned in preferred make list for one particular item for one particular item should not vary 5 to 7 percent. While preparing NIT, this aspect should be kept in mind.
4. A sample room, sample toilet should be mandatorily made immediately after casting of first RCC slab (floor level 2 slabs) and the provision for same should be kept in the milestone also. The sample room and toilet should have all fittings and fixtures as approved.
5. All approvals of associate agencies, materials/items, electrical items, lifts etc. should be got taken by contractors within the stipulated period as specified in mile-stones. The provision of this should also be made in the milestones.

**Flooring:**

6. The tiles in the room/hall and toilet should be provided with 3 mm spacer. The gap between spacer should be cleaned properly and filled with epoxy grout as per DSR item. For all new works such provision should be made in the NIT. If the joints are not done with spacer, the edges of the tiles are chipped over a period due to different thermal coefficient of tiles and concrete slabs.



7. The tiles in rooms/office/hall should be 2' x 2' double charged vitrified and in toilet, it should be anti-skid vitrified 1' x 1' or desired by the client unless otherwise required and keeping in view the room size/importance of building. It is also advised that in case large tiles are provided in small spaces such as toilets and balconies, linear drains must be provided and shall be placed along the wall, so that slope is required only from one side. This makes it much easier to fit the large tiles with the correct slope so that the water is drained.
8. Large size tiles should be avoided in small rooms unless otherwise specifically asked by the client. If depending upon the room size or client desires for large size tiles, then 5mm spacer should be provided and filling should be done with epoxy grout. The tile grout should be made smooth after filling else pin holes are developed and dust stick to the grout making it dirty looking.
9. Anti-skid vitrified tiles should be used in toilets and balconies.
10. The height of skirting in rooms should preferably be 4" only.
11. No colour/epoxy coated or converted granite/marble stone should be used. The chamfering/moulding of edge should be got done properly and finish should be as of original surface of granite. Dark colour granite should be avoided in corridors and treads of steps. Dark colour granite should only be used in skirting, risers, window sills, band in flooring etc.
12. The granite stone should be cut with fine cutter of good quality. Locally made cutters should be avoided. Small chipping is observed if the cutter is not of good quality. The edges of all granite stone should be properly chamfered/ grinded and polished. Care should also be taken to match the grains of stone slabs (marble / granite) while laying flooring/cladding.
13. It is seen that tiles are being cut with the stone cutter. This should not be allowed. Proper tile cutters are available and only those cutters should be allowed, unless otherwise it is not possible to cut it with tile cutter.
14. In toilets/washrooms, the vertical tiles should be fixed first and then horizontal floor tiles with spacer to be fixed. The spacer gap should be filled properly with epoxy grout as per DSR item. It is also advised that 10 cm high chamfered long granite stone skirting may be used in all the toilets/bathrooms. This will reduce the number of joints at critical points and also will give good finish.
15. Granite stone is being used at sill level. The gap between sill top and window frame should be sealed properly. The slope should be slightly outside so that water don't ingress in through the gap. The projection of sill should not be more than 5 mm. The masonry should be done in such a way that there is minimum gap between the openings and door frame. In AAC block work, RCC Mullions should be cast at door opening locations and also at large size windows.



16. The tiles should be cut properly for tap in toilets and kitchen. It is also observed that gap/cavities are left unfilled between pipe and the tile portion. This gap should be filled properly. It is observed that in case leakage, water enters between the wall and tiles resulting in seepage on other side of the toilet wall.
17. The tiles in room should be placed and fixed such a way that there is no small strip (less than 8 inches) of tiles at any edge. In case, it happens, the width of tiles on opposite faces should be made equal.
18. Floor transitions between two flooring materials must to be smooth and height difference of not more than 6 mm must be maintained between the two levels.

#### **Railings/Parapets:**

19. Railings for staircases- The railing on staircases should be of stainless steel of approved grade. The dia. of the hand rail pipe should be 50 mm only. It is difficult to hold higher dia by children. The gap between vertical and horizontal members of railing should be such that no child is passed through the gap between railing members. At some places, wide gap between railing and corner of landing is observed. This point is dangerous spot and person can be got injured.
20. In balconies Railing should not be fixed on brick wall directly. Proper RCC band should be laid at the edges of balconies duly fixed with the slab and then railing should only be fixed on such RCC bands with proper fixity. The ends of handrail pipe should be fixed with wall with proper plate and fasteners on both sides.
21. The height of railing in balconies should be minimum 1.30/1.35 m from finished floor level of floor) in multi storied flats/offices. The intermediate horizontal members in the balcony /corridor railings should not be allowed.
22. All parapets of block work or brickwork (of balconies, terrace, corridors) should be provided with RCC band of at least 75mm. }

#### **Structure:**

23. Designer should be asked to keep the outside beams of the toilet block partly inverted so that waste pipes need not be brought much lower. This results in very low head room in toilet below. If the beam width is more than wall thickness, then designer should be asked to reduce the size of beam equal to wall width or tuck/projection should be kept outside so that inside face of the wall in the toilet is in one plane.
24. Most of the field officers as well as contractors Engineers ignore the basic requirement of rings/shear stirrups at the column-beam junction. This location is very critical in entire structure, but least importance is being given. CEs/SEs/EES should ensure that these rings are provided without



- fail at all such locations. It is also noticed that some Engineers, both DDA and contractor, justify the provision of U- shape stirrups instead of proper rings. It is clearly mentioned that nowhere U-shape stirrups are allowed in lieu of rings. The concrete portion within the rings is the only effective concrete in case of earthquakes.
25. It is also noticed at many places that even the rings are not bend at 135 degrees. The concreting should only be allowed only after ensuring this aspect.
  26. The quality of water being used in works is very critical. Instructions have already been given to get the water tested by Executive Engineer personally. All CEs/SEs are directed to take necessary action to increase the frequency of water testing, if required. EEs and other field staff should be made aware about the importance of quality of water in construction.
  27. False ceiling should be fixed as per proper specifications. If CPWD specifications are not available, then manufacturer's specifications should be followed.

#### **Washrooms/Toilets**

28. In all future NITs, the provision of SS plumbing pipes and fittings should be kept as per DSR items instead of GI or CPVC fittings for multi-storeyed buildings.
29. Instead of circular drain jali/grating in floors of washrooms/toilets/kitchen square shape jali should be used. It's easy to fix and also the tiles are cut properly in square shape.
30. The provision of tap & health faucet should be on right side of the toilet seat. At some locations in EWC, provision is made only for health faucet. The provision of tap (Ablution tap) should also be made for EWCs. This is required for health point of view by some people.
31. Proper water proofing of all toilets/wash rooms should be ensured and it should be checked by EEs also.
32. Metal false ceiling (without holes) should preferable be used only in bathrooms.
33. Gypsum false ceiling shall not be provided under AC ducts and drain pipes in order to prevent swelling / sagging due to moisture. Metal false ceiling should be preferred at such locations.
34. In Public toilets/ bathrooms and WCs, one or two quadrant shape granite stone in corner at sufficient height should be fixed to keep various toiletries. This should also be done where multiple wash basins are provided.
35. Proper drainage should be provided in fire shafts.

#### **Safety Issues:**

It is noticed that Engineers are giving priority to safety at work site. The life of each person is very precious and it is expected from all field officers that



proper safety at work sites may be ensured. The CPWD safety and Health Manual is also very exhaustive, however some important issues are being brought to the notice of all for adherence.

1. All work sites should be targeted to ZERO fatal incident.
2. The followings are generally the dangerous occurrences at work site;
  - (a) Fall from the height – All edge openings viz. Balconies without railings, lift pits, shafts, staircase well, landings, etc. should be closed with pipes, safety tapes etc. so that workers or materials cannot fall below.
  - (b) Ensuring no construction debris and raw materials like iron bars, bricks etc. are lying around in the building, as they have a chance to obstruct work or fall off injure the other worker on site. Proper housekeeping should be ensured at all the times.
  - (c) Loose/open electrical wiring joints for temporary electricity – All cable joints should be properly taped and should not lie on the wet floor. The panel box should be covered properly so that no unauthorized person can go near to it.
3. Total or partial collapse of any overburden, face, tip or embankment on the construction site – Proper precaution should be taken in such cases.
4. Every person employed by Contractors on construction sites are obliged to comply with the safety standards. No careless or reckless behavior should be accepted. All must follow all necessary safety and environment rules and procedures, and ensure that their acts or omissions at work do not put the health and safety of self or others at risk.
5. Contractors should be forced to observe the safety standards.
6. Safety signage: Sufficient safety signage should be displayed in and around the sites e.g.;
  - (a) Wear safety Helmets.
  - (b) Danger Electricity.
  - (c) First Aid.
  - (d) No Entry Sign.
  - (e) Deep Excavation.
  - (f) Keep away from the area.
7. Working at Height – Working at height is the largest single cause of serious accidents in the construction industry and therefore the Contractor shall carry out works at height with utmost safety. Care must be taken to ensure that no material can fall from the working area at height.



8. **Use of Scaffolds** - All scaffolds should be erected and dismantled by workmen who are experienced in the erection and dismantling of scaffolds. All scaffolds should be inspected properly before kept in position. The discarded or weak scaffolding should be removed from the site immediately. Cross bracing should be provided in the staging for RCC work.
9. **Use of Ladders** - All ladders shall be of sound construction and shall be free from patent defect. These should not be used as working platforms. Metal ladders shall not be used near or adjacent to overhead power lines. These should be secured at the top or footed at the bottom to prevent slippage, all rungs should be properly fixed.
10. **Safety Harnesses (safety belts)** - Where it is not possible to provide a safe working platform then the use of safety harnesses may be considered. If safety harnesses are used, they should be of the full body type and secure anchorage points shall be provided and used. Workers must be instructed in the proper use of harnesses.
11. **Excavation** - Excavation is one of the important phases of any construction activity but sometimes become most dangerous due to insufficient attention to the safety aspects. The field officers should ensure that all excavations are supervised by agency regularly to take corrective measures. Where there is the possibility of any ingress of water then pumping sumps shall be established with pumps being readily available for use and additional ladders placed for use in the event of an emergency evacuation. The contractor should take precautionary measures for collapse of the sides, materials falling onto people working in the excavation, people and vehicles falling into the excavation, contact with underground services.
12. **Lifting Appliances** - The contractor shall ensure that lifting appliances, mobile cranes, tower cranes, prior to being allowed to work on site shall be properly maintained in accordance with the manufacturer's instruction and shall be subject to a regular preventive maintenance programme. The contractor shall ensure that only thoroughly trained and experienced persons are allowed to operate lifting appliances. Proper safety certificate for all such appliances/machineries should be available and pasted on machinery.
13. **Falsework/Formwork** - The contractor must ensure that all falsework/formwork has been properly designed and is suitable for the purpose. The steel plates or wooden ply used for centering and shuttering should be properly fixed. Adequate provision should be made on the working platforms for the concrete placement operations, these shall include locations for vibrators and the unobstructed movement of personnel controlling the rubber hose of concrete pump pipe during the concrete pumping operations. Proper check list should be made for this before allowing the concrete.



14. Piling – Any excavated piles or panels shall not be left unattended, unless they are adequately fenced around to prevent accidental entry into the immediate vicinity of the pile or panel. Bentonite storage tanks shall be bounded around to retain any unintentional and uncontrolled spillage. No Bentonite spillage shall be allowed on any roads. Regular site cleaning shall be carried out at all work-sites.
15. Personal protective equipment – The contractor shall at all times keep and maintain an adequate supply of suitable personal protective equipment which shall be readily available for use at all times on the sites, and would include amongst others the following items;
- (a) Safety Helmets
  - (b) Protective Gloves
  - (c) Safety footwear
  - (d) Safety Belts/Harness.
16. First Aid Boxes – Portable first aid boxes will be maintained fully equipped at each local site offices.
17. Visitors to site – No unauthorized person should be allowed to enter the work site premises.
18. No labour/Workers should be allowed to stay in building under construction and proper housekeeping and cleaning should be maintained.

These instructions should be brought to the notice of all concerned.

**This issues with the approval of Engineer Member, DDA.**

  
CE(HQ & QAC)

Copy to: -

- 1. PS to VC, DDA for kind of information of the latter.
- 2. EM, DDA for kind information please
- 3. FM, DDA for kind information please
- 4. Chief Architect, DDA for kind information please
- 5. All Chief Engineer's DDA for kind information & necessary action please.

  
CE(HQ & QAC)



EO-I to EM Office  
Diary No. 4909  
Dated 03/6/24

**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
INA, VIKAS SADAN NEW DELHI-110023**

मुख्य अभियंता (गण्डालवा) कार्यालय  
Office of Chief Engineer (MCO)  
आयरी संख्या 2550  
Diary No. 2550  
दिनांक 31/5/24  
Date 31/5/24

No.: EM1(10)2024/Circular/DDA/Vol.1/415  
(e-office no-67632)

Dated: 31/05/24

Circular No - 10/2024

**Sub.: Advisory for streamlining the Arbitration/Court Matter.**

It has been observed that the arbitration and related court matters are not being dealt timely /properly by concerned officers resulting in loss to the department besides inviting adverse comments from the courts. It is noticed that these matters are left to the Executive Engineers only and SEs and CEs are least bothered about such cases.

In this regard advisories and comprehensive instructions have already been issued by this office vide no. EM1(10)2022/Circular/838 dt. 21.07.2022, EM1(10)2023/Circular/DDA/508 dt. 18.10.2023 and EM1(10)2024/Circular/DDA/256 dt. 16.04.2024 (Copy enclosed) but not being followed scrupulously by the concerned officers.

Now, it is decided that any arbitration related court case matter, the affidavit/details required to be submitted to the courts should be vetted by the SEs and CEs. The Statement of Defence submitted to the Arbitrators should be prepared properly based on the records available and should be vetted by CE. All concerned officers are enjoined upon to ensure strict compliance to the above said directions, failing which disciplinary action shall be taken against the erring officials.

This issues with the approval of VC/DDA.

Encl.: As Above

**Ashok Kumar Gupta  
Engineer Member/DDA**

**Copy to: -**

1. VC, DDA for kind information please
2. FM, DDA for kind information please
3. CLA, DDA for kind information please.
- ✓ 4. Chief Engineer (HQ, SZ, NZ, EZ, RZ, Narela, Dwk, Hort., Sports), DDA for information & necessary action.

*[Signature]*  
LC  
31/5/24  
EO-I  
31/5/24

*[Signature]*  
31/5/24  
Engineer Member/DDA

*[Signature]*  
AE

*[Signature]*  
04/06/24

EM circular file 2024.  
5/6/24  
OA



**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
INA, VIKAS SADAN NEW DELHI-110023**

No. EM1(10)2024/Circular/DDA/Vol.1/ 475  
e-office comp no.76187

Dated: 20-6-2024

**Circular No – 11/2024**

It has been observed by the Finance Department that the expenditure on “Viksit Bharat Sankalp Yatra” has been booked under maintenance head by the Chief Engineers, though it should have been booked under contingencies head being an Inaugural function/ceremony.

It is hereby directed to all the chief Engineers that henceforth, expenditure for hospitality/inaugural function/ceremony etc. shall not be booked under the budget code of maintenance.

This issues with approval of Engineer Member, DDA.

  
20/6/24  
(Sanjay Kumar Khare)  
CE(HQ & QAC)

**Copy to:-**

1. PS to EM, DDA for kind information of latter
2. PS to FM, DDA for kind information of latter
3. CE(RZ, SZ, NZ, DZ, EZ, Sports, Narela) for information & necessary action.

  
20/6/24  
CE(HQ & QAC)

**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
INA, VIKAS SADAN NEW DELHI-110023**

**No.: EM1(10)2024/Circular/DDA/Vol.1/498  
e-office comp no.79226**

**Dated: 21.06.24**

**Circular No - 12/2024**

**Subject: Instruction for using official email id for inter/intra departmental correspondence.**

Please refer to the circular issued by Dir. (Systems) vide letter no. Sys/F6/0001/2020/Devp/o/oDD(Systems)-II/348 dt. 15.01.2024 regarding comprehensive instruction for using official e-mails for streamlining internal processes and inter/intra departmental communication. It is observed that the field offices are making communication through email using domain like Gmail, yahoo mail etc. and is not complying the above instruction, which is not acceptable at all. It leads to lack of transparency and accountability in communication process.

In view of the above, it is instructed to all the officials that communication shall not be entertained by any office w.e.f. from 28.06.2024, if not made through official mail id i.e. dda.org.in or NIC email only. It is enjoined upon all the officials to ensure that above instructions are followed scrupulously. This is for strict compliance. In this regard, Chief Engineers are directed to send the compliance report after taking report from all subordinate officers.

**This issues with the approval of VC, DDA.**

**Encl: As above**

  
**Sanjay Kumar Khare  
CE(HQ & QAC)/DDA**


**Copy to: -**

1. VC, DDA for kind information please
2. FM, DDA for kind information please
3. EM, DDA for kind information please.

olc



4. Principal Commissioner (Systems) for kind information please.
5. Chief Engineer (SZ, NZ, EZ, RZ, Narela, Dwk, Hort., Sports), DDA for information & necessary action.
6. Chief Architect/DDA for information and necessary action.
7. Director(Works) for necessary action.
8. Director (Systems) for kind necessary action please and uploading on website.

  
**CE(HQ & QAC)/DDA**



146  
EO-I to EM Office

Diary No. 5022

Dated 14/6/2024



**DELHI DEVELOPMENT AUTHORITY**  
**EM's SECRETARIAT**

No. EM5 (2)89/2024/Circular/ 457  
(E-file no. 64646)

Dated: 13-6-2024

Circular No. 01 /2024 (13/2024)

Several references have been received in this office about the jurisdiction of green areas in the erstwhile Gram Sabha land, which have been urbanized by the order of Ministry of Urban Development.

The matter has been examined and accordingly, it is decided that the respective Engineering zone, which has the jurisdiction of Gram Sabha land, shall be the custodian of the parks and green land and oversee Civil and Electrical works related to the parks and green areas. Further, the respective Horticulture Division shall be responsible for the maintenance and upkeep of the parks and green areas in the said urbanized Gram Sabha land.

This issues with the approval of Vice Chairman, DDA.

(Sunil Kumar)  
EO-III to EM

**Copy to:**

1. OSD to VC, DDA for kind information of the latter.
2. PS to EM, DDA for kind information of the latter.
3. PS to FM, DDA for kind information of the latter.
4. PS to PC(LD/LM) for kind information of the latter.
5. PS to PC(Hort.), DDA for kind information of the latter.
6. Chief Engineer (HQ & QAC), DDA for kind information.
7. Chief Engineer(NZ, SZ, EZ, DZ, RZ, Narela, Sports, Hort.) for kind information.
8. ✓ Director (Works), DDA.

EO-I  
13/06/2024

AE  
18/06/24

EO-III to EM  
DDA

Circular file.  
4211  
18/6/24

**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
INA, VIKAS SADAN NEW DELHI-110023**

No.: EM1(10)/2024/Circular/DDA/Vol-1/ 506

Dated: 21/06/24


**Instruction/Circular No.- 14/2024**

**Subject: Instruction regarding monitoring and deviation in desilting work of drain as pre monsoon preparedness measure.**

The tenders for the cleaning and desilting of drains have been called and also in progress in some divisions. The progress and efficacy of cleaning/ desilting of drains should be closely monitored by the concerned Superintending engineer and CE's, who will record the inspection note. **No deviation beyond the agreement quantity should be allowed in the desilting/cleaning of drains work.** The final work done should not exceed to the agreement amount. CE/SE shall keep close watch on it. In case of any deviation is observed in the desilting work, then concern executive engineer shall be held responsible and disciplinary action will be taken against the erring officer. In case of requirement of additional work, separate tender in advance should be called with recorded reason after taking prior approval of concerned Chief Engineer.

This is for the strict compliance of all the field officer.

This issues with the approval of EM, DDA.

  
**Sanjay Kumar Khare**  
CE(HQ & QAC)/DDA

**Copy to: -**

1. VC, DDA for kind information please
2. FM, DDA for kind information please
3. EM, DDA for kind information please.
4. Chief Engineer (SZ, NZ, EZ, RZ, Narela, Dwk, Hort., Sports), DDA for information & necessary action.

  
21/6/24  
**CE(HQ & QAC)/DDA**



**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
VIKAS SADAN, INA, NEW DELHI-110023**

No. (e-81053)/518

Date: 27/06/2024

**Circular No.- 15/2024**

**Subject- Instruction regarding SOP**

1. Please refer *SOP for dealing with the felling/ translocation of trees and seeking approval for forest clearance issued vide no. (e-81053)/474 dt. 20.06.2024*. The same may be widely circulated for strict compliance by all concerned officials in respect of all running and future contracts.
2. Further, it may be brought to the notice of all concerned that in all future contracts/agreements, it should be mentioned that this SOP shall be part of the agreement.
3. All pending cases including running contracts involving tree felling/translocation shall be brought to the notice of EM/DDA with full justification, drawings and recommendation of concerned EE, SE and CE.

This issues with the approval of VC, DDA.

  
27/6/2024  
**Sanjay Kumar Khare**  
CE (HQ & QAC)

**Copy to: -**

1. PS to VC/DDA for kind information of the latter
2. PS to EM/DDA for kind information of the latter
3. CLA/DDA for kind information of the latter
4. Chief Engineer (NZ, SZ, Dwk, RZ, EZ, Narela, Sports, Hort.)/DDA for information and necessary compliance.

o/c

  
27/6/2024  
CE (HQ & QAC)

**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
INA, VIKAS SADAN, NEW DELHI-110023.**

No. EM1(10)2024/Circular/DDA/Vol.1/579  
e-office no.- 81053

Dated: 18.07.2024

**Circular No.-16/2024**

**Subject: Constitution of Committee to examine the utility & requirement of work and finalizing the specification.**

The agenda for revised A/A & E/S for a work related to sports facility was placed in 170<sup>th</sup> EAC meeting held on 04.07.2024. The A/A & E/S for original P.E. of the work was accorded amounting to Rs. 39,67,97,587/- and the agenda of RPE was placed before the EAC amounting to Rs. 77,04,44,719/-. During deliberation in the meeting, it was observed that the expenditure incurred/to be incurred in the following items seems to be on higher side: -


1. Boundary wall
2. Development work etc.

Further, it was decided in the meeting that a committee shall be constituted to finalize the specifications of the works to be taken up in all the sports facility. Accordingly, the committee is hereby constituted under the chairmanship of EM/DDA consisting of following members: -

1. CE (Sports)/DDA.
2. Chief Architect/DDA.
3. Commissioner (Sports)/DDA.
4. Addl. Chief Architect to VC,DDA
5. Dy. CAO (Sports Zone)/DDA.

The committee will examine the utility & requirement of work and finalize the specifications to be adopted for the works related to sports facility.

**This is issued with the approval of VC/DDA.**

  
Sanjay Kumar Khare  
CE(HQ & QAC)

**Copy to: -**

1. PS to VC/DDA for kind information please.
2. PS to EM/DDA for kind information please.
3. PS to FM/DDA for kind information please.
4. All concerned committee members mentioned above.
5. Guard file.

  
CE(HQ & QAC)



**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
INA, VIKAS SADAN NEW DELHI-110023**

**No.: EM1(10)2024/Circular/DDA/Vol.1/598**  
e- office no.-79226

**Dated: 19/07/2024**

**Circular No - 17/2024**

**Subject: Instructions for floating new tender related to maintenance Work.**

It has been observed that tenders related to the maintenance works are being floated by Executive Engineers without proper justification of requirement of work. As a result, it sometimes leads to infructuous work causing loss to the Government Exchequer.

In some cases, it is observed that the estimates of the works are curtailed by field staff to keep it within their financial power as a result, the maintenance work of a particular scheme is not taken up in one go and leads to floating of multiple tenders or huge deviations in the agreement. The instructions have already been issued vide letter no. EM1(10)2024/Circulars/DDA/Vol.I/152 dt. 12.03.2024 to avoid the splitting of tenders which is not complied scrupulously by the field officer. It is also gathered that some Executive Engineers are not submitting monthly progress report or providing incomplete report of works to SE/CE, which is serious insubordination and it also leads to ineffective monitoring.

In view of the above, it is hereby directed to all the Executive Engineers to comply the following instructions in order to streamline the process of floating of tenders and effective monitoring of the works: -

- The Executive Engineers before preparing any estimates related to maintenance work shall seek prior approval of SE/CE (immediate superior to TS authority i.e. up to CE) to take up any work with proper detailed justification of requirement. No tender shall be floated in anticipation of Ex-post facto approval.
- The Superintending Engineer/Chief Engineer shall accord the prior approval for floating tender of maintenance nature works and ascertain the requirement of work so that the work is not infructuous in nature.

- The Executive Engineers shall ensure that the monthly work progress report of all works shall be submitted to SE/CE along with the copy of agreement register/tender opening register of each month with the progress report.

It is directed to all the Chief Engineers to ensure the above mentioned instructions are complied by the field staff scrupulously. Non-compliance of these instructions by the Executive Engineers shall attract disciplinary action. This may be brought to the notice of all concerned.

This issues with the approval of VC, DDA.

  
**Sanjay Kumar Khare**  
**CE(HQ & QAC)/DDA**

**Copy to: -**

1. VC, DDA for kind information please
2. FM, DDA for kind information please
3. EM, DDA for kind information please.
4. Chief Engineer (SZ, NZ, EZ, RZ, Narela, Dwk, Hort., Sports), DDA for information & necessary action.

  
**CE(HQ & QAC)/DDA**



**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
INA, VIKAS SADAN, NEW DELHI-110023.**

No. EM1(10)2024/Circular/DDA/Vol.1/ 674

Dated: 21.08.2024

**Circular No.18/2024**

**Sub: - Instruction regarding installation of cautionary and informatory signages.**

Many incidents of drowning of people in open drains, low lying waterlogged area, waterbodies etc. have happened recently. In order to prevent such untoward incidents, it is hereby enjoined to all the CE's that all the waterbodies, open drain portion and low lying flooded areas etc. shall be properly cordoned off and necessary informatory and cautionary signages shall be installed immediately on all such locations.

A compliance report may be submitted by all CEs to this office.

This issues with the approval of EM/DDA.

21/08/2024  
Amit Singh  
Director(Works)

**To,**  
**All Chief Engineer (EZ, NZ, SZ, RZ, DZ, Sports, Narela, Hort.)**

**Copy to: -**

1. PS to VC/DDA for kind information please.
2. PS to EM/DDA for kind information please.
3. Guard file.

21/08/2024  
Director(Works)

**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
INA, VIKAS SADAN, NEW DELHI-110023.**

No. EM1(10)2024/Circular/DDA/Vol.1/ 693

Dated: 02.09.2024


**Circular No. 19/2024**

**Sub: - Instruction regarding cleaning and removal of weeds from the terraces.**

It is observed that the due to improper periodic cleaning of terraces of DDA building like housing complex, sports complexes, community hall etc. results in growth of weeds and stagnation of rain water on the terraces. The roots of weeds get further penetrated in to the terraces causes fissures in the structure component and further aggravated by the ingress of rain water in these fissures. In order to avoid such unpleasant situation, it is hereby enjoined to all the CE's that all terraces of the complexes shall be cleaned in all respect and the area so cleaned should be repaired immediately to avoid ingress of water on all such locations.

A compliance report may be submitted by all CEs to this office by 05.09.2024.

This issues with the approval of EM/DDA.

  
Amit Singh  
Director(Works)

**To,**

**All Chief Engineer (EZ, NZ, SZ, RZ, DZ, Sports, Narela, Hort.)**

**Copy to: -**

1. PS to VC/DDA for kind information please.
2. PS to EM/DDA for kind information please.
3. Guard file.

  
Director(Works)





**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
INA, VIKAS SADAN NEW DELHI-110023**

No. EM1(10)2024/Circular/DDA/829  
e-office no- 84166

Dated: 27/09/2024

**CIRCULAR NO. 20/2024**

**Sub: Uploading of Photographs of Vacant plots on VLMS portal of DDA.**

VLMS portal has been created for maintaining the record and monitoring of illegal encroachment/unauthorized construction on Vacant land parcels of LM, Hort. & Engineering Department, DDA. It has come to the notice that the photographs of Vacant plots are not being uploaded regularly on the VLMS portal by concerned JEs/AEs.

VC/DDA has expressed displeasure on the performance of the officers in uploading of photographs in VLMS portal.

All CEs are requested to ensure that photographs of Vacant Plots under their jurisdiction are uploaded regularly in VLMS portal latest by 5th of each month by the concerned officer, failing which disciplinary action should be initiated against concerned officer for dereliction of duties.

This issues with the approval of EM/DDA.

o/c

  
27/9/24  
**Sanjay Kumar Khare**  
CE(HQ & QAC)

**To:**

**All Chief Engineer (EZ, NZ, SZ, RZ, DZ, Sports, Narela, Hort.) for immediate compliance.**

**Copy to: -**

1. PS to Pr. Commissioner (LM) for kind information of latter.
2. PS to Pr. Commissioner(Hort.) for kind information of latter.

  
27/9/24  
**CE(HQ & QAC)**

**DELHI DEVELOPMENT AUTHORITY**  
**ENGINEER MEMBER OFFICE**

No: EM1(10)2024/Circular/DDA/Vol.1/876  
e-file:-79226

Date: 14/10/24

**Circular No- 21/2024**

In various ongoing works in DDA, it is observed that the concerned Architect/Sr. Architect are not visiting the site frequently resulting in execution of works not as per the approved drawings and specifications.

All concerned Architect/Sr. Architect attached with the Zones are directed to inspect the works on regular basis, to ensure that the works are in general being executed according to the design, drawings and specifications laid down in the agreement. It is enjoined upon all the Architect/Sr. Architect that all works costing less than ₹ 10 Cr. should at least be inspected by Architect/Sr. Architect once in month and all the works costing more than ₹ 10 Cr. should be inspected twice in a month mandatorily. Architect/Sr. Architect after inspecting the work shall issue an inspection note to the concerned Zonal Officers and Chief Architects.

In this regard circulars earlier were also issued vide No. EM 3(77)/Misc./DDA/24/116 dt. 10.10.2022 and EM3(77)/Misc./DDA/Vol.25/52 dt. 30.11.2022 (copies enclosed), but the instructions contained in these circulars are not being adhered to.

This issue with the approval of Engineer Member, DDA

O/e   
(Amit Singh)  
Director (Works)

Encl: as above.

Copy to: -

1. PS to VC DDA for kind information of VC DDA.
2. PS to EM DDA for kind information of EM DDA.
3. Chief Architect with the request to issue necessary instructions to all concerned Architect/Sr. Architect
4. All Zonal Chief Engineers for information and necessary action. They are also directed to ensure the availability of Architect/Sr. Architect during the inspection of the works.

O/e   
Director (Works)



**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
INA, VIKAS SADAN, NEW DELHI-110023.**

No. EM3(7)77Misc./DDA/Vol.24/ 1116

date:- 10.10.2022

**CIRCULAR**

**Sub: Periodic inspection of work as per (CPWD Works Manual-2022).  
Ref: EM1(10)/2011/DDA/Manual/5066 dated 29 November 2011.**

A Circular was issued with the approval of the Vice Chairman of DDA that CPWD Works Manual shall be followed Mutatis Mutandis in all DDA works. It has been observed that works are not being inspected periodically by field officers as well Architectural Wing. As per SOP No. 5/12 of CPWD Works Manual -2022 related to periodical inspection of works is reproduced as under:

*"The Various levels of field officers executing the works as well as CA/SA/Arch Concerned with work mandatorily inspect the works frequently to ensure that the works are in general being executed according to the design, drawings and specifications laid down in the contract".*

Therefore, the various field officers as well as Chief Architect/ Senior Architect/ concerned with the work should frequently inspect the work to ensure the execution of works as per design drawing and specification laid in the contract at various stages. Engineering Wing and Architectural Wing shall ensure that provisions of CPWD Works Manual is followed in right earnest.

This issues with the approval of EM, DDA.

(K.K. Jamuda)  
Dir. (Works)  
DDA

Copy to:

1. OSD TO VC, DDA for kind information.
2. All Chief Engineers & Chief Architect, DDA.
3. DD to EM, DDA for kind information.
4. Guard file.

*K.K. Jamuda*  
10-10-2022  
Dir.(Works)  
DDA.



**दिल्ली विकास प्राधिकरण,  
कार्यालय अधिशासी अभियंता (सिविल),  
ई.ओ. II to अभियंता सदस्य सचिवालय,  
आईएनए, विकास सदन, नई दिल्ली-110023,  
email: eo2toemdda@gmail.com**

No. EM3(7)77/misc./DDA/Vol.25/ 52

Date: 30.11.2022

Sub:- ATR on Periodic Inspection of Works as per CPWD Works manual 2022.

Ref:- EM3(7)77/misc./DDA/Vol.24/116 dated 10.10.2022

In reference to the circular issued by EM Office vide above mentioned reference, the ATR on the circular has been sought by EM, DDA in the prescribed proforma which is as under:-

Sl. No.	Name of Work	No. of Inspection after issue of this circular	Inspection Note if any (Copy enclosed)	If no inspection is done, reason there of	Remarks

The field Officer as well as Architectural Wing are requested to submit the ATR in above mentioned format within 7 days from issue this letter.

The undersigned has also been directed by EM, DDA that concerned officer be noted, if no inspection is carried out after issuance of this circular, the same shall be remarked in the APAR of the concerned officers.

Encl: As above.

/   
अधिशासी अभियंता  
ई.ओ. II to अभियंता सदस्य  
दिल्ली विकास प्राधिकरण

Copy to:-

1. All CEs, DDA.
2. Chief Architect, DDA.
3. Director (Works), DDA.
4. DD to EM, DDA.
5. Guard file.

/   
अधिशासी अभियंता  
ई.ओ. II to अभियंता सदस्य  
दिल्ली विकास प्राधिकरण



**DELHI DEVELOPMENT AUTHORITY**  
**ENGINEER MEMBER OFFICE**

No: EM1(10)2024/Circular/DDA/Vol.1/877  
e-file no-79226

Date: 14/10/24

**OFFICE ORDER No. 22/2024**

A number of Housing Complexes and other structures have been completed recently and handed over/allotted by DDA or in the process of handing over/allotment. All the concerned Chief Engineers are directed to ensure that all the “**completed/as built**” drawings and services including water supply, drainage, E&M services etc. shall be taken from the agency and kept in records properly. Compliance in this regard may be sent to this office by all the Chief Engineers.

This issue with the approval of Engineer Member, DDA

Ok   
(Amit Singh)  
Director (Works)

**Copy to:**

1. PS to VC DDA for kind information of VC DDA
2. PS to EM for kind information of EM/DDA.
3. All Zonal Chief Engineers for compliance
4. Chief Architect/DDA.

Ok   
Director (Works)

**DELHI DEVELOPMENT AUTHORITY**  
**ENGINEER MEMBER SECRETARIAT**

No. EM1(10)2024/Circular/DDA/Vol.1/878  
E-file no-79226

Date: 4/10/2024

**Order No.- 23/2024**

During the review meeting held under chairmanship of VC, DDA on 10.10.2024 regarding inventorization of Vacant land on Bhoomi Portal, it was directed that complete land inventorization of the all the DDA vacant plots needs to be undertaken in a time bound matter including Group Housing, Commercial Plots and built-up shops etc.

In order to complete the work in time bound manner, it has been directed that a Committee is to be constituted under SE(HQ) of concerned zone along with concerned Director (Planning) and vertical head of HUPW who shall identify all the vacant plots as per the approved Layout Plans in their respective zones and the same shall be forwarded to Lands Department for verification & further uploading on Bhoomi portal. The inventorization should be completed within a fortnight.

The necessary compliance instruction shall be made diligently by all the concern and Progress report shall be submitted weekly.

o/c  
14/10/24  
(Ashok Kumar Gupta)  
Engineer Member, DDA

To

1. Chief Engineer (NZ, RZ, DZ, SZ, EZ, Narela zone, Sports zone, Horticulture zone)
2. Chief Architect, DDA
3. Commissioner (Planning)

Copy to: -

1. VC, DDA for kind information please.

o/c  
14/10/24  
Engineer Member, DDA





**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
INA, VIKAS SADAN, NEW DELHI-110023.**

No. EM1(10)2024/Circular/DDA/Vol.1/884  
e-file no- 79226

Dated: 16.10.2024

**CIRCULAR No.-24/2024**

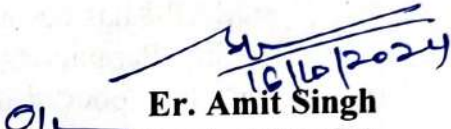
**Subject: Instructions to comply regulation as per Graded Response Action Plan (GRAP)-I.**

GRAP-I has been enforced in Delhi since 14.10.2024 due to sudden dip in Air Quality Parameters in the NCR region which led to the AQI for Delhi moving into the "poor" category and the forecast also predict air quality mainly remain in poor category in coming days owing the unfavorable meteorological condition. Accordingly, it is envisaged to all CE's to ensure the compliance of the following guidelines under GRAP-I as below: -

1. Ensure compliance of Directions/Rules/guidelines on dust mitigation measures in Construction and Demolition (C&D) activities and sound environmental management of C&D waste.
2. Do not permit C&D activities in respect of such projects with plot size equal to or more than 500 sqm which are not registered on the 'web portal' of the respective state / GNCTD and/or which do not fulfil the other requirements as per the above noted statutory directions, for remote monitoring of dust mitigation measures.
3. Ensure regular lifting of Municipal solid Waste (MSW), Construction & Demolition (C&D) waste, and Hazardous wastes from dedicated dump sites and ensure that no waste is dumped illegally in open land areas.
4. Carry out periodic mechanized sweeping and water sprinkling on roads and ensure scientific disposal of the dust collected in designated sites/landfills.
5. Ensure that C&D materials & waste are properly stored/ contained, duly covered in the premises. Ensure transportation of C&D materials and C&D waste only through covered vehicles.
6. Ensure use of anti-smog guns at C&D sites, in proportion to the total area of construction for the project.
7. Intensify use of anti-smog guns, water sprinkling and dust suppression measures in road construction / widening / repair projects and maintenance activities.

8. Strict vigil to ensure that there are no burning incidents in the landfill sites / dumpsites.
9. Copy of Action under Grap stage-I issued by Director (Technical)/Member Convenor of Sub-Committee on GRAP vide no.120017/27/GRAP/2021/CAQM/1626-1780 dt. 14.10.2024 is enclosed for reference.

**This is issued with the approval of EM/DDA.**

  
Er. Amit Singh  
Director(Works)

**Copy to: -**

1. PS to VC/DDA for kind information of VC/DDA please.
2. PS to EM/DDA for kind information of EM/DDA please.
3. Chief Engineers (HQ & QAC, NZ, EZ, SZ, DZ, RZ, Narela, Sports & Horticulture)DDA.
4. Guard File.

  
Director(Works)





राष्ट्रीय राजधानी क्षेत्र और निकटवर्ती क्षेत्र  
वायु गुणवत्ता प्रबंधन आयोग  
Commission for Air Quality Management in  
National Capital Region and  
Adjoining Areas



No.120017/27/GRAP/2021/CAQM/1626-1780

14<sup>th</sup> October, 2024

**ORDER**

**Sub.: Implementation of Actions under Stage-I ('Poor' Air Quality) of revised Graded Response Action Plan in Delhi-NCR - steps to be taken.**

The Commission for Air Quality Management in NCR and adjoining areas, vide Direction No. 83 dated 17<sup>th</sup> September 2024, issued statutory direction for implementation of the revised schedule of the Graded Response Action Plan (GRAP), available on the CAQM website (caqm.nic.in), as and when ordered for by the Commission.

The Sub-Committee constituted for invoking actions under the GRAP in its meeting held on 14.10.2024 comprehensively reviewed the air quality scenario in the region as well as the forecasts for meteorological conditions and Air Quality Index (AQI) made available by IMD/IITM.

There has been a sudden dip in air quality parameters in the last 24 hrs in the region which led to the AQI for Delhi moving into the "POOR" category and the forecasts also predict air quality to mainly remain in "Poor" category in coming days owing to the unfavorable meteorological condition. Therefore, the Sub-Committee decided that **ALL actions** as envisaged **under Stage I of the GRAP - 'Poor' Air Quality (DELHI AQI ranging between 201-300)**, be implemented in right earnest by all the agencies concerned, **from 8:00 A.M. of 15.10.2024 in the NCR.**

These include:

1. Ensure proper implementation of Directions/Rules/Guidelines on dust mitigation measures in Construction and Demolition (C&D) activities and sound environmental management of C&D waste.
2. Ensure strict compliance of Direction Nos. 11-18 dated 11.06.2021 and do not permit C&D activities in respect of such projects with plot size equal to or more than 500 sqm which are not registered on the 'web portal' of the respective state / GNCTD and /or which do not fulfil the other requirements as per above noted statutory directions, for remote monitoring of dust mitigation measures.
3. Ensure regular lifting of Municipal Solid Waste (MSW), Construction & Demolition (C&D) waste, and Hazardous wastes from dedicated dump sites and ensure that no waste is dumped illegally in open land areas.



4. Carry out periodic mechanized sweeping and water sprinkling on roads and ensure scientific disposal of the dust collected in designated sites/landfills.
5. Ensure that C&D materials & waste are properly stored/ contained, duly covered in the premises. Ensure transportation of C&D materials and C&D waste only through covered vehicles.
6. Strictly enforce the statutory directions and yardsticks for use of anti-smog guns at C&D sites, in proportion to the total area of construction for the project.
7. Intensify use of anti-smog guns, water sprinkling and dust suppression measures in road construction / widening/ repair projects and maintenance activities.
8. Stringently enforce prohibition on open burning of biomass and municipal solid waste. Impose maximum EC upon violations in accordance with Hon'ble NGT's orders dated 04.12.2014 and 28.04.2015 in OA 21/2014.
9. Strict vigil to ensure that there are no burning incidents in the landfill sites / dumpsites.
10. Deploy traffic police for smooth traffic flow at all identified corridors with heavy traffic and congestion prone intersections.
11. Strict vigilance and enforcement of PUC norms for vehicles.
12. No tolerance for visible emissions - Stop visibly polluting vehicles by impounding and / or levying maximum penalty.
13. Strictly enforce the Hon'ble Supreme Court order on diversion of non-destined truck traffic for Delhi, through Eastern and Western Peripheral Expressways.
14. Strictly enforce NGT / Hon'ble SC's order on overaged diesel / petrol vehicles and as per extant statutes.
15. Ensure strict penal/ legal action against non-compliant and illegal industrial units.
16. Stringently enforce all pollution control regulations in Industries, brick kilns and hot mix plants etc. - strict compliance of the prescribed standards of emissions.
17. Ensure that only approved fuels are used by the industries in NCR including in brick kilns and hot mix plants and enforce closure in case of violations, if any.
18. Stringently enforce emission norms in thermal power plants and strict actions be taken against non-compliance.





19. Strictly enforce Hon'ble Courts/Tribunal orders regarding ban on fire crackers.
20. Ensure regular lifting and proper disposal of industrial waste from industrial and non-development areas.
21. DISCOMs to minimise power supply interruptions in NCR.
22. Ensure that diesel generator sets are not used as regular source of power supply.
23. Strictly enforce the extant ban on coal / firewood as fuel in Tandoors in Hotels, Restaurants and open eateries.
24. Ensure hotels, restaurants and open eateries use only electricity / gas based / clean fuel-based appliances.
25. Information dissemination including through social media and bulk SMS etc. Mobile Apps to be used to inform people about the pollution levels, contact details of control room, enable them to report polluting activities / sources to the concerned authorities and inform them about actions that would be taken by Government.
26. Ensure quick actions for redressal of complaints on 311 APP, Green Delhi App, SAMEER App and other such social media platforms to curb polluting activities.
27. Encourage offices to start unified commute for employees to reduce traffic on road.

Further, citizens may be urged to adhere to the citizen charter and assist in effective implementation of the GRAP measures aimed towards sustaining and improving the Air Quality in the region, as under:

- Keep engines of your vehicles properly tuned.
- Maintain proper tyre pressure in vehicles.
- Keep PUC certificates of your vehicles up to date.
- Do not idle your vehicle, also turn off the engine at red lights.
- Prefer hybrid vehicles or EVs to control vehicular pollution.
- Do not litter / dispose wastes, garbage in open spaces.
- Report air polluting activities through 311 App, Green Delhi App, SAMEER App etc.
- Plant more trees.
- Celebrate festivals in an eco-friendly manner – avoid firecrackers.
- Do not drive/ply end of life/ 10/15 years old Diesel/Petrol vehicles.

  
(R.K. Agrawal)

Director (Technical)

(Member Convenor of Sub-Committee on GRAP)



**To:**

1. The Chief Secretary, Government of Uttar Pradesh, 101, Lok Bhawan, U. P. Civil Secretariat, Vidhan Sabha Marg, Lucknow - 226 001.
2. The Chief Secretary, Government of Rajasthan, Government Secretariat, Jaipur, Rajasthan - 302 005.
3. The Chief Secretary, Government of Haryana, 4<sup>th</sup> Floor, Civil Secretariat, Sector - 1, Chandigarh.
4. The Chief Secretary, Government of NCT of Delhi, 3<sup>rd</sup> Floor, Delhi Secretariat, I. P. Estate, New Delhi - 110 002.
5. Additional Chief Secretary/Principal Secretary, Department of Environment, Uttar Pradesh.
6. Additional Chief Secretary, Department of Environment, Room No. 335, 3<sup>rd</sup> Floor, Haryana New Secretariat, Sector 17, Chandigarh.
7. Additional Chief Secretary / Principal Secretary, Department of Environment, Government of NCT of Delhi, Room No. 801, 8<sup>th</sup> Floor, B Wing, Delhi Secretariat, Delhi - 110002.
8. Principal Secretary, Department of Environment, Room No. 4224, 2<sup>nd</sup> Floor, Main Building, Government of Rajasthan Sectt. Jaipur.
9. Principal Secretary, Department of Transport, Government of Uttar Pradesh, Room No. 701, Babu Bhawan, Hazratganj, Lucknow, Uttar Pradesh
10. Addl. Chief Secretary, Department of Transport, Govt. of Rajasthan, Room No. 4102, Main Building, Rajasthan Sachivalya, Jaipur, Rajasthan.
11. Principal Secretary, Department of Transport, Government of Haryana, Room No. 621, 6<sup>th</sup> Floor, New Secretariat Bldg. Sector 17, Chandigarh.
12. Principal Secretary cum Commissioner, Department of Transport, Government of NCT of Delhi 5/9, Under Hill Road. Ludlow Castle, Civil Lines, Delhi - 110054.
13. Principal Secretary, Urban Local Bodies, Uttar Pradesh, 201, Lok Bhawan, Lucknow, Uttar Pradesh.
14. Principal Secretary, Urban Local Bodies, Rajasthan, Food Building, Secretariat Jaipur, Rajasthan.
15. Principal Secretary, Urban Local Bodies, Haryana, 506, 5<sup>th</sup> Floor, New Civil Secretariat, Sector 17, Chandigarh.
16. Commissioner of Police, Delhi, New Police Hqrs., Jaisingh Road, New Delhi.
17. Director General of Police, Uttar Pradesh, Police Headquarters, 9<sup>th</sup> Floor, Tower -2, Gomti Nagar Ext., Shaheed Path, Lucknow, Uttar Pradesh.
18. Director General of Police, Rajasthan, Police Headquarters, Lal Kothi, Tonk Road, Jaipur, Rajasthan.
19. Director General of Police, Haryana, Police Headquarters, Sector-6, City-Panchkula, Haryana -134109.
20. Special Commissioner of Police (Traffic) Delhi, Delhi Police New Headquarters, Tower-I, 3<sup>rd</sup> Floor, Jaisingh Road, New Delhi.



**DELHI DEVELOPMENT AUTHORITY**  
**ENGINEER MEMBER OFFICE**

No: EM1(10)2024/Circular/DDA/Vol.1/892  
e-file no-79226

Date: 17/10/24

**OFFICE ORDER- 25/2024**

With reference to the Establishment order issued vide E.O. No. 626 dated 15.10.2024 by Dy. Dir.(P)-I. all Chief Engineers and HODs shall ensure that detailed handing/taking over note is prepared by relieved officer to ensure proper transfer of charge.

The Handing over note should contain status of each work, bill status, records, MBs, Arbitration case, court case status if any, MAS register, records register and other important issues.

No AE should be relieved without proper detailed handing/taking over note.

This issues with the approval of EM/DDA

  
17/10/24  
Snajay Kumar Khare  
CE(HQ & QAC)

OLC

**Copy to:**

1. PS to EM for kind information of EM/DDA.
2. Chief Engineer (EZ, NZ, SZ, RZ, DZ, Sports, Narela, Hort.)
3. Commissioner (LD & LM)
4. Director(UTTIPEC, Building)

  
17/10/24  
CE(HQ & QAC)



**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
INA, VIKAS SADAN, NEW DELHI-110023.**

**No. EM1(10)2024/Circular/DDA/Vol.1/919**  
**e-file no- 79226**

**Dated: 25.10.2024**

**Circular No.-26/2024**

**Subject: Implementation of Actions under Stage II ('Very Poor' Air Quality)  
of Revised Graded Response Action Plan (GRAP-II) in Delhi-NCR.**

Due to further deterioration of air quality in Delhi NCR and surrounding areas, the Central Pollution Control Board (CPCB) has activated Graded Response Action Plan (GRAP) - II. In order to ensure compliance with the directives issued under GRAP-II, the following instructions are to be strictly adhered to. Accordingly, it is enjoined upon to all CEs to ensure the compliance of the following guidelines under GRAP-II as below: -


1. Carry out mechanical/ vacuum sweeping and water sprinkling of the identified roads on a daily basis.
2. Ensure water sprinkling along with use of dust suppressants (at least every alternate day, during non-peak hours) on roads to arrest road dust especially at hotspots, heavy traffic corridors, vulnerable areas and proper disposal of dust collected in designated sites/ landfills.
3. Intensify inspections for strict enforcement of dust control measures at sites.
4. Ensure focused and targeted action for abatement of air pollution in all identified hotspots in NCR. Intensify remedial measures for the predominant sector(s) contributing to adverse air quality in each of such hotspots.
5. Ensure uninterrupted power supply to discourage use of alternate power Generating sets/ equipment (DG sets etc.).
6. Resident Welfare Associations to necessarily provide electric heaters to security staff to avoid open Bio-Mass/ MSW burning during winters.
7. Copy of Action under GRAP Stage-II issued by Director (Technical)/Member Convenor of Sub-Committee on GRAP vide no.120017/27/GRAP/2021/CAQM/1066DT dt. 21.10.2024 is enclosed for reference.



All Chief Engineers shall ensure strict compliance with the above instructions. Regular monitoring and enforcement actions will be taken to ensure adherence to GRAP-II guidelines.


These instructions shall be read in conjunction with the Circular No.- 24/2024 issued vide letter no. EM1(10)2024/Circular/DDA/Vol.1/884 dated: 16.10.2024.

**This is issued with the approval of EM/DDA.**

  
25/10/2024  
**Er. Amit Singh**  
**Director(Works)**

**Copy to: -**

1. PS to VC/DDA for kind information of VC/DDA please.
2. PS to EM/DDA for kind information of EM/DDA please.
3. Chief Engineers (HQ & QAC, NZ, EZ, SZ, DZ, RZ, Narela, Sports & Horticulture) DDA.
4. Guard File.

  
**Director(Works)**



**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
INA, VIKAS SADAN, NEW DELHI-110023.**

No. EM3(114)2024/DGA/EO-II/DDA/199

Dated: 27.12.2024

**CIRCULAR No.-27/2024**

**Subject: Allocation for Corpus Fund and Contingency Fund from Dilli Gramoday Abhiyan (DGA) Fund.**

The Authority vide Agenda No. 52/2024 in the meeting held on dated: 28.11.2024 has approved the proposal for creation of corpus fund and contingency fund under Dilli Gramoday Abhiyan (DGA). The creation of these funds will be utilized for the following purposes.

1. **Corpus Fund:** To create an enduring resource for long-term initiatives and ensure sustainability which also includes utilization of fund for the "Construction of boundary wall of Gram Sabha land handed over to DDA" and "Regular maintenance, watch and ward etc. of the assets created"
2. **Contingency Fund:** To address unforeseen expenses and exigency.

The Amount allocated for the created funds out of Dilli Gramoday Abhiyan fund are as below: -

S. No.	Nature of Fund	Allocation (In Rs.)	Remarks
1	Corpus Fund	150 cr.	-
2	Contingency Fund	10.0 cr.	-

**This is issued with the approval of EM/DDA.**

  
Amit Singh  
Director(Works)

**Copy to: -**

1. PS to VC/DDA for kind information of VC/DDA please.
2. PS to FM/DDA for kind information of FM/DDA please.
3. PS to EM/DDA for kind information of EM/DDA please.
4. PS to PC(LM)/DDA for kind information of PC(LM)/DDA please.
5. Chief Engineers (HQ & QAC, NZ, EZ, SZ, DZ, RZ, Narela, Sports & Horticulture) DDA for kind information.
6. Chief Account officer/DDA for kind information
7. Guard File.

  
Director(Works)



**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
INA, VIKAS SADAN NEW DELHI-110023**

No.: EM1(10)2024/Circular/DDA/Vol.1/ 774  
e-office No- 84107

Dated: 12-9-24

**Instruction**

**Subject: Instructions regarding Compliance of Hon'ble Delhi High Court Order dated 08.04.2024 in WP(C) No. 9617/2022 titled as "Court on its own motion Vs. Govt. of NCT of Delhi & Ors. on rejuvenation of water bodies**

A meeting was convened under the Chairmanship of Special Secretary/IDMC, Department of Urban Development, GNCTD on dt.30.08.2024 regarding the above cited subject matter. The matter related to rejuvenation of water bodies identified through ground truthing by concern DM's in compliance of Hon'ble Court order was discussed.

It is further directed in the meeting that de-silting of water bodies as interim measure by the respective department shall be completed latest by 15.09.2024 so that status report can be submitted in the Hon'ble High court of Delhi.

With a view to avoid ambiguity, it is hereby clarified that the de-silting shall be done in following categories of water bodies by the field staff of DDA in their respective jurisdiction: -

- a. Water bodies in the planned area on which rejuvenation/development work is not done yet.
- b. Water bodies on the gram sabha land where no rejuvenation work has been taken up yet by I&FC.
- c. Water bodies under the MoU with DJB, where DJB has not done any de-silting work.

The work is to be completed in a time bound manner and the report in the prescribed format (already circulated) shall be submitted before 15.09.2024.

This issues with the approval of VC, DDA.

|  
**Sanjay Kumar Khare**  
**CE(HQ & QAC)**

**Copy to: -**

1. EM, DDA for kind information please.
2. Chief Engineer (SZ, NZ, EZ, RZ, Narela, Dwk, Hort., Sports), DDA for information & necessary action.

  
**CE(HQ & QAC)**



**DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT  
VIKAS SADAN, INA, NEW DELHI-110023.**

No. EM1(10)2024/Circular/DDA/Vol.1/775  
e-office no.- 64711

Dated: 12/09/2024

**Sub: Standard Operating Procedure (SOP) for taking up different type of works  
for Protection, Upkeep and Maintenance of Various Assets of DDA.**

There are various types of assets with DDA spread all over Delhi. The protection, upkeep and maintenance of DDA assets is crucial for planned development of Delhi. Further, the accounting of expenditure on protection of these assets will help DDA in systematic improvement in the disposal of valuable assets. Therefore, the standard operating procedure for streamlining different types of works for Protection, Upkeep and Maintenance of Various Assets of DDA are as below:

**A. Vacant Land:**

The vacant lands are available in already notified/de-notified areas as well as Gram Sabha Land recently acquired by GNCTD and Handed over to DDA. The expenditure on the works of Vacant land in notified/de-notified areas is charged under Nazul Account-II and in case of recently taken over Gram Sabha land as well as land already under NA-I shall be charged under Nazul Account-I.

**1. Construction of Boundary Wall:**

Any Boundary wall being constructed for first time for protection of DDA Vacant Land shall be considered as Original Capital Nature of work. Being original work, A/A & E/S is also required for taking up this kind of work as per General Finance Rule, 2017 and A/A & E/S shall be accorded by the competent authority as defined in Financial Powers Delegated to Officers of Engineering Wing for A/A & E/S. the separate budget code is to created if not available for each zone and same shall be made.

**2. Repair and maintenance of Boundary Wall:**

The works of repair of boundary wall is of revenue nature shall be considered as Maintenance Work and for this, a separate budget code for repair and maintenance of DDA vacant land (NA-I/NA-II) for each engineering zone shall be created and expenditure shall be charged under this budget code. The A/R & M/O and Technical



Sanction(TS) for these works shall be accorded by the competent authority as per the Financial Powers Delegated to Officers of Engineering Wing.

**3. Deployment of Security guards:**

It is not a capital nature of work and it is a recurring expenditure so this work shall be taken up under Maintenance Head(NA-I/NA-II). A separate budget code for each engineering zone shall be created and expenditure shall be charged under this budget code. An administrative approval is required to be obtained for numbers of Guards as per Delegation of Financial Power for appointment of Security Guards/ Assistant Security Supervisors/Gunmen. The A/R & M/O and TS for these works shall be accorded by the competent authority as defined in Financial Powers Delegated to Officers of Engineering Wing.

**4. Survey and demarcation of vacant land:**

The survey work is of revenue nature since no new asset is created. It is not a capital nature of work so this work shall be considered as maintenance work under NA-I/NA-II in the budget code created for the repair and maintenance of boundary wall as S.No.2 above. The A/R & M/O and Technical Sanction(TS) for these works shall be accorded by the competent authority as per the Financial Powers Delegated to Officers of Engineering Wing.

**5. Cleaning, Levelling and Removal of shrubs/bushes:**

The cleaning, levelling and up-keeping of vacant land is of revenue nature since no new asset is created. This work shall be taken as Maintenance Work under NA-I/NA-II in the budget code created for the repair and maintenance of boundary wall as S.No.2 above. The A/R & M/O and Technical Sanction(TS) for these works shall be accorded by the competent authority as per the Financial Powers Delegated to Officers of Engineering Wing.

**6. Deployment of Machinery and Labour for demolition/sealing programs in cases of encroachment/unauthorized construction:**

The demolition/sealing programs are scheduled and executed for removal of encroachment/ unauthorized construction. Moreover, it is an emergent nature of work and Its quantity cannot be anticipated. This work shall be considered as Maintenance Work under NA-I/NA-II in the budget code created for the repair and maintenance of boundary wall as S.No.2 above. The A/R & M/O and Technical Sanction(TS) for these works shall be accorded by the competent authority as per the Financial Powers Delegated to Officers of Engineering Wing.

## **B. Built-Up Units (Residential, Commercial, recreational and institutional):**

There are following types of built up units for which Protection, Upkeep and Maintenance works are taken by the engineering department of DDA. The category wise expenditure (GDA/NA-I/NA-II) for the same to be carried out as detailed under:

### **1. Community Hall/Rooms:**

These built-up units are constructed under head of NA-I/NA-II. Since Community Halls/room are recurring source of income for DDA, their upkeep and maintenance is of vital significance. It is necessary and expedient to keep a check upon the expenses incurred vis-a-vis revenues generated. A separate Budget Codes for each engineering zone under NAI/II is to be created for upkeep and maintenance of community halls/rooms if not available.

The A/R & M/O and Technical Sanction (TS) for these works shall be accorded by the competent authority as per the Financial Powers Delegated to Officers of Engineering Wing.

### **2. Commercial Built-up Units:**

The un-allotted shops/ commercial centers form a major chunk of inventory of assets. The expenses to be incurred on the repair, maintenance and upkeep should be limited to petty civil and electrical repairs, thereby assuming the nature of revenue expenses. To keep a check upon necessary expenses under the said head, for better monitoring and streamlined of accounting processes, separate budget codes for each engineering zone is to be created with lucidly defined major and minor heads of expenses to ensure these are kept to a minimum to avoid wasteful expenses and plug the revenue leakages. These built-up units are constructed under head of GDA. The Protection, Upkeep and Maintenance works are to be taken up under 9C-Maintenance (GDA) head.

The A/R & M/O and TS for these works shall be accorded by the competent authority as defined in Financial Powers Delegated to Officers of Engineering Wing.

### **3. DDA Office Buildings:**

The expenditure incurred on the office buildings can be broadly classified as recurring revenue expenses. Office buildings are constructed under NA-I/NA-II head and maintenance shall be carried out from same head. A separate zone wise budget codes for office buildings shall be created, with appropriate major/minor heads, to ensure more transparency and accountability, and effective and enhanced monitoring of the expenses.

The A/R & M/O and TS for these works shall be accorded by the competent authority as defined in Financial Powers Delegated to Officers of Engineering Wing.



#### **4. Sports Complexes:**

Each sports complex of DDA is being treated as a separate cost/profit center, wherein books of accounts are prepared separately to enable effective monitoring of the financials. In view of this, separate budget codes need to be formulated for both the types of expenses viz capital expenses and the revenue expenses which are directly related to the maintenance and upkeep of the sports complexes.

At present, there is single budget code for expense for the maintenance of all the sports complexes/golf courses. In order to monitor the revenue and expenditure, a separate budget codes be assigned to each sports complexes/golf courses for upkeep and maintenance and such works shall be charged under NA-II / NA-I head of account as applicable. The A/R & M/O and Technical Sanction (TS) for these works shall be accorded by the competent authority as per the Financial Powers Delegated to Officers of Engineering Wing. Since upgradation/ construction of additional facility works in sports complexes are being taken up as per demand and requirement hence these works are capital nature and, in such cases, financial concurrence and A/A & E/S is to be accorded under NA-I/NA-II as per the delegation of Financial Powers.

#### **5. Allotted/Vacant Flats where Maintenance Charges collected:**

DDA has launched multiple housing schemes since 2010 in which one-time maintenance charges have been collected. One Time Maintenance (OTM) Charges are collected from the allottees of the flats, which are parked in the One Time Maintenance Fund (OTM). The maintenance of such flats, as per the terms and conditions of the respective Housing Schemes, in congruence with the DDA Housing Regulations, should be strictly carried out from the interest earned on the OTM Fund. Accordingly, housing scheme wise head of account for Civil Maintenance Fund and Electrical Maintenance Fund is already created and budget code for each housing pocket has also been allocated and wherever the budget code is not created same shall be created by Finance Wing/DDA. Hence, all these kinds of maintenance works shall be charged from the designated head of account, Major Head, Minor Head and budget code.

#### **6. General Maintenance and Watch & Ward of DDA unallotted flats:**

It is Revenue Nature of Work under GDA head. A Separate budget codes for each engineering zone is to be created for these kind of expense, which entails enormous expense at times, and the creation of separate budget codes shall help analyze and arrive at cost-benefit analysis of the inventory for loading the said expenses while allotting the flat. To keep a watch and closely monitor the expenses incurred, for incorporation in the cost of the flat, to help plug the revenue leakages and maintain profitability.

The A/R & M/O and Technical Sanction(TS) for these works shall be accorded by the competent authority as per the Financial Powers Delegated to Officers of Engineering Wing.

**This is issued with approval of VC/DDA**

**Sanjay Kumar Khare**  
**CE(HQ & QAC)/DDA**

**Copy to: -**

1. OSD to VC/DDA for kind information of latter please.
2. PS to EM/DDA for kind information of latter please.
3. PS to FM/DDA for kind information of latter please.
4. All Zonal Chief Engineer (North, East, Dwarka, South, Rohini, Sports, Narela & Hort.)/DDA for information & circulating the SOP to all the field officers.
5. Chief Account Officer/DDA.
6. Director (Finance)/DDA for kind information.
7. Director (Works)/DDA for kind information.
8. E.O.-II to EM & EE (Monitoring)/DDA.
9. Guard file.

  
12/1/24  
**CE(HQ & QAC)/DDA**