

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

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

19/1/24
EM/DDA
1/1/24
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.

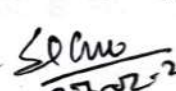
Proposals of extra items or deviations without proper justification shall be viewed seriously and officers responsible would be liable for disciplinary action in such cases.

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.

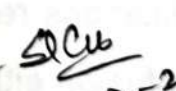

(Sanjay Kumar Khare)
CE(HQ), DDA

8/c 
27-02-24

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.

OK 
(Amit Singh)
12/03/2024
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.

OK 
12/03/2024
Director (Works), DDA

OK
Circular file

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).

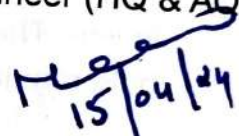
8. A status report of all on-going Arbitration cases, details of new applications for appointment of Arbitrators and their status be submitted by each Chief Engineer on priority.
9. All Chief Engineers shall ensure timely submission of agenda for Arbitration Scrutiny Board (ASB) meeting in EM office 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)

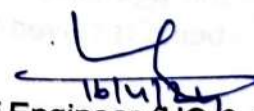
To,

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)

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

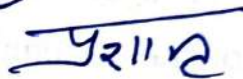
They should bring this to the notice of all subordinate officers for compliance.

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

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 168th 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 (गण्डालय) कार्यलय
Office of Chief Engineer (HQA)
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.

o/c

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
VIKAS SADAN, INA, NEW DELHI-110023.**

No. (e-office no.- 44779)/546

Dated: 12-7-24

Subject- Standard Operating Procedure to streamline the process for dealing the arbitration and court matter related to work contracts.

In one instance case of challenging the Arbitration award in the Hon'ble high Court of Delhi, it was observed that the matter was badly delayed in processing the case at various levels and as a result the appeal could be filed in the Hon'ble Delhi High Court only on the last day of the limitation period, thereby putting the department in embarrassing situation before the Hon'ble Court.

The matter was referred to vigilance wing of DDA for the investigation to fix the responsibility for delay in filing the objection petition before the Hon'ble High Court of Delhi. The vigilance wing recommended to develop a Standard Operating Procedure as systematic improvement to streamline the process in order to avoid repetition of such incidents.

Accordingly, the SOP has been framed as below to stream line the process for dealing the arbitration and court matters related to works contract:-

1. The Entrustment of the DDA counsel in the arbitration/court matter shall be done by legal department on the request of Executive Engineer within seven(7) days in transparent manner in such a way that the counsel shall not be overburdened and shall act proactively to defend the matter in the interest of the department.
2. With in the period of time agreed by the parties/determined by the arbitral tribunal, The Submission of Statement of Defense(S.O.D.) and statement of Counter Claim (S.O.C.) shall be done in the arbitration matter/court along with all the document considered to be relevant or other evidence as deemed fit.
3. The Statement of defence (S.O.D.) and Statement of counter claim (S.O.C.) shall be submitted by the concerned Executive Engineer duly vetted by SE and CE to the counsel at least ten (10) days prior to the date of submission as determined. So, Defense Counsel shall examine the Statement of defence (S.O.D.) and Statement of counter claim (S.O.C.) and give his/her comments in the interest of the department before filing in the arbitral proceedings.
4. As soon as an arbitration award is received, the legal opinion of the defence counsel shall be obtained by the Engineer-in-Charge. The Complete case should then be forwarded by the Engineer-in-Charge to his SE & CE for their recommendations on the award.

5. Under Section 33 of Arbitration and Conciliation Act, 1996, a party can make an application for correction or interpretation within 30 days of receipt of the arbitration award.
6. If sufficient grounds are available to challenge the award (whole or part) under Section 34(2) of the Arbitration and Conciliation Act, 1996, legal wing of DDA is to be consulted before taking a decision. An award should not be challenged without recording sufficient reasons to avoid frivolous litigation and interest burden.
7. If sufficient grounds are not available to challenge the award under Section 34(2) of the Arbitration and Conciliation Act, 1996, the competent authority can refer the matter to legal wing of DDA before accepting/ recommending for acceptance of the award (whole or part).
8. The Limitation period to appeal the arbitration award in court of law to set aside the arbitral award is three (3) months from the date of publishing of the award by arbitral tribunal. It shall be ensured that the processing and decision on the arbitration award/court judgement shall be made within two (2) months so that sufficient time will be available for the counsel to prepare an robust and effective application for appeal in the court of law.

The processing of the arbitration award and decision making in ASB(Arbitration Scrutiny Board) consists of following Steps/Procedure :-

1. Opinion of the DDA counsel on the arbitration award.
2. Opinion of the legal wing of DDA on the arbitration award.
3. Opinion of the concerned Chief Engineer on the arbitration award.
4. Preparation of agenda for the arbitration scrutiny board(ASB).
5. Findings and recommendation of the arbitration scrutiny board.
6. Final decision of the competent authority on the recommendation of arbitration scrutiny board.

Timeline for the various steps/procedure for processing and decision on the arbitration award is as below:

S. No.	Description of steps/ procedure for processing arbitration award	Maximum Time Period (in days) for each step/Procedure from the date of publish of award
1	Opinion of the DDA counsel on the arbitration award.	10
2	Opinion of the legal wing of DDA on the arbitration award	10
3	Opinion of the concerned Chief Engineer on the arbitration award.	7
4	Preparation of agenda for the arbitration scrutiny board(ASB)	7

5	Findings and recommendation of the arbitration scrutiny board	10
6	Final decision of the competent authority as per delegation of power on the recommendation of arbitration scrutiny board.	10

In case, it is opinion of the concern Chief Engineer and legal wing of DDA that the arbitration award is to be challenged with recorded reason under Section 34(2) of the Arbitration and Conciliation Act, 1996, but the meeting of arbitration scrutiny board(ASB) could not be held on time due to some unavoidable circumstances, in that instances, the executive engineer shall move an application through DDA counsel as per the laid procedure to challenge the arbitral award in the court without waiting for the decision of ASB to avoid delay.

Roles and responsibilities of Executive Engineer in dealing arbitration /court matter related to work contracts.


- a. After the Entrustment of the counsel, the concerned Executive Engineer shall immediately coordinate with counsel. However, in case, the counsel does not respond within seven (7) days, the matter shall be brought to the notice of legal wing of DDA through Chief Engineer to liaison.
- b. After the intervention of legal wing of DDA in case, the Counsel does not respond within another seven (7) days ie(7+7=14 days), then the case shall be initiated by the concern Executive Engineer for the entrustment of another counsel by legal wing of DDA in the matter.
- c. The Engineer-in-Charge, shall defend the case with the help of the counsel and should not leave the matter solely to counsel. He/she will brief the Counsel before every hearing & preferable should also present with all relevant documents.
- d. In case 'discovery' is sought by the claimant/plaintiff during arbitral proceedings, proper defense should be raised, including proof of 'relevance' and need of specifying the documents. Similarly, the Department will seek discovery, only if necessary and is specific depending on the disputes under arbitration. The document shall be possessed in the custody of Concern Executive Engineer/AAO as soon as arbitration proceeding starts to avoid tampering/lost of the documents.
- e. One of the important documents for defense in an arbitration case is the agreement. A copy of the orders of the controlling officer of the Engineer-in-Charge, conveying his/her decision on recovery of compensation, if any, and copies of sanctioned extra, substituted, and deviated items and sanctions to extension of time, etc. are attached to the original agreement by the Engineer-in-Charge so that these are readily available during the hearings of the arbitration case.
- f. Every hearing of the Arbitration cases shall be attended by the EEs. The EEs must attend the hearing to avoid any adverse remarks or effect to the organization.

Roles and responsibilities of Sr. Legal Officer(SLO) /Engg. in dealing arbitration /court matter related to work contracts.

- a. SLO/Engg. Shall ensure that the entrusted counsel shall coordinate with the concerned Executive Engineer so that defense in the arbitration/court matter shall be prepared timely in interest of the department.
- b. It is also ensured that the intimation of entrustment of the penal lawyer shall be made to the concerned Executive Engineer through email or other electronic means timely so that arbitration/court cases can be dealt effectively with in the time frame
- c. It is also ensured that dis empanelment of any lawyer shall intimate to all the concerned Executive Engineer with in fifteen (15) days so that the concern Executive engineer will take up the matter with the new counsel.

This is in addition advisory for streamlining the process of arbitration and court matter issued as Circular no-10 vide EM1(10)2024/Circular/DDA/Vol.1/415 dt. 31.05.2024

This issues with the approval of VC/DDA.


12/7/24
Sanjay Kumar Khare
CE (HQ & QAC)

Copy to: -

1. VC/DDA for kind information please.
2. FM/DDA for kind information please.
3. EM/DDA for kind information please.
4. CLA/DDA for kind information please.
5. All Chief Engineer/DDA for information and necessary action.
6. SLO/Engineering for information and necessary compliance.


12/7/24
CE(HQ & QAC)

DELHI DEVELOPMENT AUTHORITY
OFFICE OF THE ENGINEER MEMBER



No. EM1(10)2022/Circular/ 838

EO-I To EM

Dated: 21/7/22

Dy. No. 2223

Circular

Date 25.7.22

It has been observed that the Arbitration cases are not being dealt with effectively by the concerned officers resulting in delay in dealing the cases. The General observations are as under:-

1. No heed is being paid to Arbitration claims to fully verify them with full records by both EEs and SEs.
2. The hearing of the Arbitration cases is generally not being attended by the EEs which is being reflected by Arbitrators. The EEs must attend the hearing to avoid any adverse remarks or effect to the organisation.
3. The counter statement of facts is never given within the stipulated time. The final bills are not finalised resulting in non formation of counter claims and thereby causing avoidable loss to the organisation. Therefore, EEs and SEs are to make all out efforts to get bills prepared and raise the counter claims in time. If case of failure by EE to do so, SE should refer the matter for investigation.
4. The EE himself should defend the case and should not leave it solely for Panel lawyer.
5. The extension of time cases are not being settled in time affecting the final bills and affect the raising of counter claims. Thus the extension of time cases be expedited in time. In no case final bill should extend beyond six months from date of actual completion.
6. No prompt action is being taken by the SEs to decide the compensation to be levied on to the contractor under clause-2 of the agreement, resulting in huge financial losses to the department. SEs are personally responsible in this regard. SEs should submit monthly report indicating no. of cases left undecided during past month; new cases added; cases decided; cases taken to next month with details of undecided cases carried to next month to CE who shall review and convey its report along with his review to EM office.
7. Adjournments are being sought from the Arbitrators by the EEs without obtaining specific written prior approval of the Chief Engineer. CEs should monitor the progress of all legal matter including Arbitration matter on monthly basis and submit their report to EM office.

Sh. Kamlesh JSA
Pl. f. G.

SPC
27.7.2022
AEC (unsubd)

Keep in
circular
file
21.7.22

This state of affairs shows that EEs and SEs are not exercising their full responsibility to defend the arbitration case in all its aspects. It is, therefore, enjoined upon all SEs and EEs to ensure that the short-comings listed above do not take place henceforth. In case any arbitrator brings to the notice of this office that EEs is not co-operating in the case, there will be no other alternative but to take a delinquent action against such deviant behavior and dereliction in duty. It is further stressed that the counter statement of facts must be prepared carefully and the final bills are invariably ready before the counter statement of facts are submitted before the arbitrator. The counter statement of facts should always be sent to the arbitrator through SEs only under his signature and not directly by the EEs to the Arbitrator.

(D.C.Goel)
EM, DDA

Copy to:-

1. All CE's with the request to ensure strict compliance of these orders and to ensure that the permission to seek postponement is given in exceptional cases with recorded reasons; efforts should be made to depute a substitute.

The contents of this circular be brought to the notice of all SEs and EEs immediately.

- ✓ 2. Director(Works) Member Secretary of ASB with the direction to check the attendance of EE in attending each and every hearing of arbitration proceedings before putting the matter in the meeting of ASB. If any deficiency is found the same shall be brought out by him into the notice of members of ASB who may examine and suggest appropriate action against the EE concerned, if it is fact that the defense during arbitrator proceedings was feeble/inadequate.

DC Goel
21.7.22
(D.C.Goel)
EM, DDA

DELHI DEVELOPMENT AUTHORITY
EM's SECRETARIAT

No. EM1(10)2023/Circular/DDA/ 508

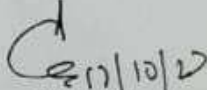
Dated: 18.10.2023

Circular

It has been observed that the Arbitration cases are not being dealt with effectively even though comprehensive instructions were issued earlier vide circular no. EM1(10)2022/circular/838, dated 21.07.2022, enjoining upon all CE's to ensure strict compliance of the order.

In spite of these explicit instructions already issued, complaints are continuing that concerned EE's are not attending the arbitration hearing personally and no heed is being paid to Arbitration claims to fully verify them with full records.

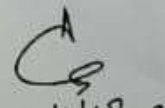
It is therefore, once again reiterated that the instructions as issued vide above circular dated 21.07.2022 should be scrupulously followed, failing which disciplinary action may be initiated against the erring officer.


EM/DDA

Copy to:

1. OSD to VC, DDA
2. All CE's DDA

o/c


17/10/23
EM/DDA

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

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.


16/11/24
Chief Engineer (HQ & QAC)

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

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.

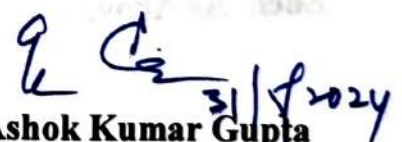
It has been observed that the arbitration and related court matters are not being dealt timely /properly by concerned officers resulting in loss to the department besides inviting adverse comments from the courts. It is noticed that these matters are left to the Executive Engineers only and SEs and CEs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


Engineer Member/DDA



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

No. (e-81053)/474

dt. 20/6/2024

Subject- Standard Operating Procedure (SOP) to be followed for dealing with the felling/ translocation of trees and seeking approval for Forest Clearance.

It is essential that all field staff and senior officials of the Engineering Department are well aware about the provisions, guidelines and procedure while applying/seeking permission for tree cutting/translocation from the Forest Department, GNCTD and for the use of Forest Land for Non-Forestry use from the Ministry of Environment & Forest and Climate Change and various directions of the Hon'ble Courts in this regard. They should be aware about the provisions of the "Delhi Preservation of Tree Act, 1994" and "The Forest Conservation Act, 1980" and various rulings of the Hon'ble Supreme Court and Hon'ble High Court. Accordingly, the work related to the Translocation/felling of trees and diversion of Forest Land should be carried out in a planned manner, only after taking all necessary statutory approvals/permissions and on final approval of the Hon'ble Courts.

Due to lack of awareness, some of the officials may sometime face serious consequences for the act of omission/commission in dealing with the issues of translocation and tree felling or use of forest land for non-forest use.

Accordingly, these guidelines are formulated to streamline the process of seeking permission of tree cutting/translocation from the forest department. The field staff are also directed to refer to prevailing policies/guidelines issued by the Department of Forest and other regulators while applying for the approval of forest clearance: -

The field staff is directed to follow provisions contained in Delhi Preservation of Trees Act, 1994 (DPTA) for the projects where only permission for felling of trees is required and there is no involvement

of the forest area. However, in case where diversion of forest land is involved for any non-forest use, the provisions of "The Forest Conservation Act, 1980" (FCA), should be strictly followed irrespective of the fact whether there is any involvement of felling of trees or not. The field staff is also directed to refer to prevailing policies/guidelines issued by the Department of Forest, Central/State Govts and Orders of Hon'ble Courts while applying for tree felling/translocation and during cutting/translocation of trees and diversion of the forest area for any project purpose.

SOP for action to be taken by DDA officials before allowing felling/translocation of trees.

This SOP provides a structured approach to navigating the complex regulatory landscape governing tree management in Delhi, ensuring transparency, accountability, and environmental sustainability in all activities related to tree felling/cutting, and translocation.

Objective:

To ensure compliance with all statutory and legal provisions governing tree felling/cutting, and translocation activities in Delhi, while facilitating necessary development and maintenance works.

Scope:

This SOP applies to all officers and personnel involved in tree management within the jurisdiction of the Delhi Development Authority (DDA). The main points of this SOP are listed below: -

1. Any upcoming project proposed in the Ridge/ Morphological Ridge area needs prior approval from the "Ridge Management Board" (RMB). If recommended by the RMB, the proposal is forwarded to the "Central Empowered Committee" (CEC). The Committee then submits its report to the Hon'ble Supreme Court for consideration and approval. After approval of the Hon'ble Supreme Court is accorded, the case is processed by the Forest department for felling of trees under the provisions of FCA. The submission of the case details under DPTA or FCA may be done by the respective Engineer in-charge, with prior approval of EM, DDA and in consultation of the Dy. Conservator of Forests (DCF), Forest Department, GNCTD. In all cases, final permission is issued by the Forest department, GNCTD.

2. All permissions and approvals required for felling of trees and taking up non-forestry work in forest area, non-forest land including filing of affidavits in the Hon'ble Court shall be put up with complete details and map on file to the EM /DDA through the Chief Engineer (CE) of the Zone concerned for scrutiny and perusal.
3. All affidavits filed before the Courts of Law regarding trees to be felled/translocation or for working in forest land must be processed with details and formally vetted by the Legal Department.
4. It is to be ensured that the proposal of the development projects should be such that the translocation/felling of tree shall be minimum. All the alternative proposals should also be analysed and kept on record. The planning of any project should be done in such a way that felling /translocation of tree is minimized. Efforts should be made to save each single tree.
5. No tree should be felled/translocated in area identified for development projects by any field staff, unless formal and final permission is received from the Forest department. All instructions contained in the approval of Tree officer should be adhered properly. It must be kept in mind that such approvals are received only after approval of the Hon'ble Courts and same must be ascertained by the officers of DDA.
6. In cases, diversion of Forest land for non-forestry purpose is involved, no work should be started unless final and formal approval of the Forest department under FCA is received, even if there is no involvement of felling of tree. It must be kept in mind that such approvals are received only after approval of the Hon'ble Courts and same must be ascertained by the officers of DDA.
7. Efforts should be made to minimize felling/translocation of trees even after permission of forest department is received. Felling of trees should be carried out only when there is an utmost requirement to do so for the development project and only in unavoidable circumstances. Any felling to be done should be under the supervision of the Forest Department officials and record of same must be maintained.
8. Consultants are to be briefed about making all efforts to avoid forest areas and felling/translocation of trees. The entire work of identifying the trees required to be felled/translocated should not be left to the

Consultant only. The concerned Executive Engineer and Assistant Engineer should personally inspect the site and record the certificate of having inspected the site and counted the trees required to be felled/translocated. The concerned SE and CE should also inspect the site and record their observation. Necessary directions to be given to the Contractor for implementation of contract as per statutory provisions and same should be brought to the notice of the Chief engineer.

9. Provision should also be made in the Notice Inviting Tender regarding rules regulation and procedures regarding felling/translocation of trees for the full knowledge of contractor.

10. Specific clauses on formal approval by the contractor in writing from Engineer-in-Charge for working in Forest Area for felling/translocation of trees or in Morphological Ridge should be added in the Notice Inviting Tender and also in the agreement. The trees can be felled/translocated only after written permission of the Engineer-in-Charge to the Agency. The Engineer-in-Charge should place all records and approvals received from Forest Department to Chief Engineer through SE for taking permission to fell/translocation of trees. Without written permission of Chief Engineer, no direction should be given to the Contractor by Engineer-in-Charge either verbal or in writing to fell/transplant any tree. It must be made sure that necessary permissions of the Hon'ble Courts have been received for the proposal of felling/translocation of trees or use of forest land for non-forestry use.


11. No work in Forest area/Ridge/Morphological Ridge or felling/translocation of trees are to be undertaken by Engineer-in-Charge unless same is permitted in finality by the Forest Department GNCTD, MOE&CC. This should also be brought to the notice of Chief Engineer through SE and only after getting the written approval of CE, the Engineer-in-Charge should give direction to the Contractor for further action to cut/translocation of any tree.

12. After the necessary approval is received from the Tree officer/ Forest Department, the translocation/felling of trees shall be done by the

specialized agencies empaneled by the forest department under the supervision of the Forest Department.

13. Every time such project is taken up, the CE concerned shall write to Forest Department seeking guidance for undertaking the activities of tree felling/translocation and use of Forest Land for non-forestry purpose.
14. Any deviation from these guidelines by any officer shall be viewed seriously.
15. All Chief Engineers are directed to bring this SOP to the notice of all officers.

This issues with the approval of VC, DDA.


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

Copy to: -

1. VC/DDA for kind information please.
2. FM/DDA for kind information please.
3. EM/DDA for kind information please.
4. PC(Hort.)/LD/LM for kind information please.
5. CLA/DDA for kind information please.
6. Chief Engineer (NZ, SZ, DZ, RZ, EZ, Narela, Sports, Hort.)/DDA for information and necessary compliance.


20/6/24
CE(HQ & QAC)