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Delhi Development Authority  
( Engineer Member's Sectt. )

OFFICE MEMORANDUM :

No. F.5(287)/96-97/Plan-Coordn./208

Dt. 26.5.98

Sub: Revised Financial Powers delegated to Officers of the Engineering Wing of Delhi Development Authority :

The Govt. of India, Director General of Works, C.P.W.D. vide O.M. No. DGW/MAN/7 dated 01.01.97 has circulated the approved delegation of enhanced financial powers to the officers of Engineering Wing of C.P.W.D. In pursuance of the decision of the Authority, the matter regarding the delegation of these enhanced powers to the officers of Engineering Wing of D.D.A. has been considered by W.A.B. in its meeting held on 18.12.97 and 10.03.98 and has approved the delegation as per proposal contained in Agenda Item No. 6 & 6A/DW/DDA.

In pursuance of approval accorded by W.A.B. as above, in supersession of previous Memorandum of even No. 173-99 dated 12.5.93 and in partial modification of O.M. of even No. 1502 dated 6.7.95. The revised schedule of enhanced delegation of powers (15 items) is enclosed herewith subject to the condition that the same would be exercised only if A/A & E/S to the estimate or permission to take up the work in anticipation of approval is available and the budget provision exists.

Encls: As Above :

*S. K. BAJAJ*  
( S. K. BAJAJ )  
Director (Works)

Copy to:

1. Vice-chairman, DDA *By Hand 3/6/98*
2. Engineer Member, DDA
3. Finance Member, DDA *2/3/6/98*
4. Chief Accounts Officer, DDA with 10 spare copies
5. Financial Advisor (Housing), DDA with 10 spare copies
6. Chief Engineer (Design) with 5 Spare Copies  
Chief Engineer (Quality Control), DDA with 10(ten) spare copies.

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- 8. Chief Engineer (Electrical), DDA with 15 spare copies for (SEs, EEs, F.O.)
- 9. Chief Vigilance Officer, DDA with 10 spare copies for SEs (Vig) & EEs (Vig)
- 10. Chief Engineer (NZ) with 30 spare copies for each distribution amongst the SEs & EEs, Dy. CAOs & FOs & AO (CAU)
- 11. Chief Engineer (SIZ)
- 12. Chief Engineer (SIZ)
- 13. Addl. Chief Engineer (Rohini)
- 14. Director (Last Zone)
- 15. Director (Dwarka)

- 16. A.O. (Works)-I, II & III.
- 17. Director (Hort) North for information.
- 18. Director (Hort.) South
- 19. Director (I.C.), DDA with 5 spare copies for further distribution.
- 20. Secretary (SAB), DDA with 5 spare copies.
- 21. E.O. I, II, III & E.E. (PPC), DDA

Director (Works) D.D.A.

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SCHEDULE SHOWING ENHANCED, FINANCIAL POWERS DELEGATED TO  
CHIEF ENGINEER, AND OTHER ENGINEERING OFFICERS OF D.D.A.

Annexure to GM  
No. F5(287)/96-98/PC/208  
dated 26.05.98.

1. NATURE OF POWER	EXISTING POWERS IN DDA		EXTENT OF ENHANCED POWER DELEGATED IN DDA		REMARKS
	DESIGNATION OF OFFICER	EXTENT OF POWER	DESIGNATION OF OFFICER	EXTENT OF POWER	
2	3	4	5	6	7
1 Acceptance of lowest tender with or without negotiation.	Assistant Engineer	-Nil	Asstt. Engineer	-Nil	
i) Division where ASW/AE(P) is provided.	Executive Engineer	7Lacs	Executive Engineer	10 Lacs	
ii) Division where ASW/AE(P) is provided	Executive Engineer	4 Lacs	Executive Engineer	6 Lacs	
	Suptdg. Engineer	50 Lacs	Suptdg. Engineer	70 Lacs	
	Chief Engineer	1) 180 lacs under his own authority ii) Full powers with prior approval of WAB.	Chief Engineer	250 lacs	1) Under his own authority. ii) Full powers with prior approval of WAB.
2 Acceptance of single tender with or without negotiations.	Asstt. Engineer	Nil	Assistant Engineer	Nil	
	Executive Engineer.	i) ₹.75000/- under his own authority.	Executive Engineer	1) 1 lac under his own authority.	

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ii) 4 lacs with prior approval of the next higher authority under para 95 of CPWD code

ii) 6 lacs with prior approval of next higher authority (para 95 of CPWD Code.)

Suptdg. Engineer

1) 22.5 lacs under his own authority.

Suptdg. Engineer

1) 30 lacs under own authority

ii) 50 lacs with prior approval of next higher authority

ii) 70 lacs with prior approval of next higher authority

Chief Engineer

1) 90 lacs under his own authority.

Chief Engineer

1) 125 lacs under his own authority

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ii) Full powers with approval of WAB.

ii) Full powers with prior approval of WAB.

Note:-----Full reasons should be recorded by approving authority who should also guard against the contractors holding out for unjustifiably higher rates.

Note:-----Full reasons should be recorded by approving authority who should also guard against the contractor holding out for unjustifiably higher rates.

3 Award of work by acceptance of a tender other than the lowest with or without negotiations

Executive Engineer  
Suptdg. Engineer.

As provided in para 95(b) of the CPWD Code in cases where the lowest tender is not accepted, reasons should be recorded confidentially and prior approval of authority next higher than, the one competent to accept the tender should be obtained.

Executive Engineer  
Suptdg. Engineer

Where the lowest tender is not accepted, reasons should be recorded confidentially and prior approval of authority next higher than one competent to accept the tender should be obtained

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Chief Engineer

In case of CE, however, it would not be necessary to obtain such approval for contract upto Rs. 50 lacs. Prior approval of WAB will, however, be necessary in respect of contract amounting to more than Rs. 50 lacs.

Chief Engineer

- i) 70 lacs under his own authority.
- ii) Full powers with prior approval of WAB.

Award of work without call of Tenders.

Asstt. Engineer

Nil

Asstt. Engineer

Nil

Executive Engineer

75000

Executive Engineer

1 lacs

Suptdg. Engineer

2 lacs

Suptdg. Engineer

3 lacs

Chief Engineer

- i) 4 lacs under his own authority.
- ii) 180 lacs with prior approval of WAB.

Chief Engineer

- i) 6 lacs under his own authority
- ii) Full powers with prior approval of WAB.

Note:---To be read concurrently with item No.8 Each authority would submit monthly return of work orders(explaining urgency) issued in a month with cumulative value of work orders issued during the financial year to his next higher authority. A copy of the return may also be endorsed to CAO.

Note:---To be read concurrently with item No.8. Each authority would submit monthly return of work orders(explaining urgency) issued in a month with cumulative value of work orders issued during the financial year to his next higher authority. A copy of the return may also be endorsed to CAO."

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Award of work by negotiation ab initio after infructuous call of tender of with the firm which has not quoted for execution of the remaining work after recission of the contract.

Asstt. Engineer  
Executive Engineer  
Suptdg. Engineer  
Chief Engineer

Nil  
75000  
1.80 lacs

- i) 10 lacs under his own authority.  
ii) 200 lacs with prior approval of WAB.

Asstt. Engineer  
Executive Engineer  
Suptd. Engineer  
Chief Engineer

- 1) 10 lacs under his own authority.  
ii) Full powers with prior approval of WAB.

Nil  
1.5 lacs  
4 lacs

6 a). Splitting up project/works/sub-heads.

Executive Engineer  
Suptdg. Engineer  
Chief Engineer

Splitting up of projects/works whether repetitive or non-repetitive type costing more than Rs. 1.8 cr. rest with Chief Engineer concerned.

Executive Engineer  
Suptdg. Engineer  
Chief Engineer

upto 6 lacs  
above 6 lacs & upto 70 lacs.  
Full powers

b) Acceptance of tenders for the split up component.

a)--- Acceptance of the tenders for such works, however, rests with the Chief Engineer with the prior approval of WAB, unless the tenders are for works for which there is a provision in the estimates under distinct sub-heads as component part of the work/project and the amount of such component does not exceed Rs. 1.8 cr. The fact that the project has been split up for the purpose of inviting tenders should be clearly brought to the notice of the WAB, explaining the reasons while forwarding the tenders for its consideration/approval.

Executive Engineer  
Suptdg. Engineer  
Chief Engineer

upto 6 lacs  
above 6 lacs & upto 70 lacs  
1) Above 70 lacs upto 250 lacs under his own authority.  
ii) Full powers with prior approval of WAB.

b)--In the case of projects/works costing more than Rs. 50 lacs and upto Rs. 1.8 crors, splitting of work can be restored to with the approval of CE, if the sub-head of the project has been split up by the CE, tenders for the split up portion will be accepted by CE himself.

Note: (i) The tenders for the split up portion shall be accepted by the same authority who permitted such split up for projects/works costing upto 250 lacs. The fact that the project has been split up for the purpose of inviting the tenders should be clearly brought to the notice

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c)---Tenders relating to component parts of the project, if the amount of such component appears as a distinct sub-head, will be dealt with by the authorities concerned according to their powers of acceptance of the tenders and technical sanction to Estimates and not referred to the higher authorities even though they may form part of the project beyond their competence as/whole.

d)--- The procedure mentioned above will also apply in r/o tenders for sanitary and water supply Electrical and Furniture works for which provision is made under distinct sub-heads. The tenders for such works need not be submitted to the higher authorities if the amount is within competence of the authority concerned and the provision exists in the estimates under distinct sub-heads even if the total cost of works may be more.

of the authority competent for split up, explaining the reasons while forwarding the tenders for such works.

ii)--- The tenders for the split up portions of projects/works costing more than 250 lacs shall be accepted by CE with the prior approval of WAB.

The fact that the project has been split up for the purpose of inviting the tenders should be clearly brought to the notice of WAB explaining the reasons while forwarding the tender for the consideration/approval.

iii)--- Tender relating to component parts of the project, if the amount of such component part appears as distinct sub-head will be dealt with by the authorities concerned according to their powers of acceptance of the tenders and sanction of estimates and not referred to the higher authorities even though they may form part of the project beyond their acceptance as a whole.

iv)----- The procedure mentioned in note (iii) above will also apply in r/o tenders for sanitary and Water Supply and Electrical and Furniture work for which provision is made under the distinct sub-heads. The tenders for such works need not be submitted to the higher authorities if the amount is within the competence of the authority concerned

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and the provision exists in the estimates under district sub-heads even if the total cost of work may be more.

Acceptance of tenders for smaller works likely to crop up during the execution of work/project and for which no provision exists in the sanctioned project estimates.

Chief Engineer

Full powers to accept tenders for such works subject to availability of funds under sub-head contingencies in the sanctioned project estimate..

Chief Engineer

Full powers to accept tenders for such works subject to availability of funds under sub-head "contingencies" in the sanctioned project estimates.

Award of Work Order Annual limit for Civil & Electrical, Division

Executive Engineer

Construction Division. Rs.5 lacs per annum

Executive Engineer

Maintenance Divn. 15 lacs.

Executive Engineer

Construction Divn. 7 lacs.

Suptdg. Engineer

Rs.20 lacs p.a. for all divisions under him i.e. for Circle as a whole.

Suptdg. Engineer

30 lacs for all division under circle i.e. for circle as a whole.



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Chief Engineer Rs.30 lacs p.a. for zone as whole.

Note:---These limits shall be applicable independently for each authority.

Chief Engineer 45 lacs for zone as/whole for his own authority

No limit for cases approved by WAB.

Note:-- These limits shall be applicable independently for each authority

9. a) To accept highest tender bid for disposal of Govt. Building BDA Building without land at/and above the reserve price fixed by CE Not considered in last proposal.

Executive Engineer 4 lacs

Suptdg. Engineer 35 lacs

CE, Full powers

b) Below reserve price Not considered in last proposal.

EE/SE/CE (Decision to be taken by the next higher authority)

WAB Full powers

c) Acceptance of single tender/bid at/and above reserve price Not considered in last proposal.

Executive Engineer Rs.20,000/-

Suptdg. Engineer 20 lacs

Chief Engineer 60 lacs within his powers.

C.E. Full powers with prior approval of WAB.

C.E. 6 lacs. within his powers

C.E. Full powers with prior approval of WAB.

d) 1) Sale/dismantlement of public Building other than purely temporary structure. Not considered in last proposal.

ii) purely temporary structure

Executive Engineer Full powers subject to condition mentioned in para 127 of CPWD Code.

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Suptdg. Full powers if the structure  
Engineer etc is to be sold at lower  
than reserve price.

NOTE:-

- (i) The value of building for fixing reserve price should be the current cost of replacement.
- (ii) The authority competent to fix the reserve price will be competent to fix the replacement cost as well.
- (iii) The reserve price should be fixed as per norms laid down in para 127 CPWD Code.

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10 Accord of Technical sanction to detailed estimates.

(Civil & Electrical Works)

Asstt. Engineer	Nil
Executive Engineer	7 lacs
Executive Engineer	4 lacs
Suptdg. Engineer	50 lacs
Chief Engineer	Full powers

Asstt. Engineer	Nil
Executive Engineer	10 lacs (where ASW/AE(P) is provided)
-do-	6 lacs (where ASW/AE(P) not provided)
Suptdg. Engineer	70 lacs
Chief Engineer	Full powers

ii) Division where ASW/AE(P) is not provided

In case of resorting to the splitting up of project/works(s) by CE, competence to accord Technical Sanction to split up parts would be as under

Technical Sanction to the estimates of split up parts of a sub-head, the provision for which is more than Rs.7 lacs but less than or equal to Rs.50 lacs in the PE shall be accorded by SE.

Technical Sanction to the estimates of split up parts for a sub-head, the provision for which is more than Rs.50 lacs in the PE, shall be accorded by CE.

In cas of resorting to the splitting up of project/works by CE/ competence to accord Technical Sanction to split up parts would be as under:- /-SE/

Technical sanction to the estimates of split up parts of a sub-head, the provision for which is upto 6.00 lacs/10.00 lacs in the PE should be accorded by the EE, (6.00 where ASW is not provided & 10.00 lacs where provide.)

Technical sanction to the estimates of split up parts of a sub-head the provision for which is more than 10 lacs but less than 70 lacs in the PE shall be accorded by SE.

Technical sanction to the estimates of split up parts of a sub-head, the provision for which is more than 70 lacs in the PE shall be accorded by CE.

Note:-- The delegation of power is subject to restrictions and provision of order issued by the Ministry of Finance from time to time as also the provision contained in various codes. In this context, instructions contained in the Ministry of Finance OM No.F.10(28)E/Coord./77 dt. 20.1.1978 should be kept in view.

ii) If any deviation from the technically sanctioned estimates of CE(Elect.) is considered necessary by tender accepting authority, either at the time of issue of tender, during execution of work, prior approval of CE(E) to such deviation should be obtained.

Note:-- This delegation of power is subject to restriction & provisions of orders issued by the Ministry of Finance from time to time and as also the provision contained in various codes. In this context instructions contained in the Ministry of Finance OM No.F.10(28)/E Coord./77 dated 20.1.78 and para 2.47 of CPWD Manual Vol.11 regarding Technical Sanction of components should be kept in view.

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Acceptance of Arbitration awards

Chief Engineer

Rs.5.00 lacs)with consultation of CAO.

Chief Engineer

Rs.7.00 lacs)with consultation of CAO.

Engineer Member

Rs.10.00 lacs)with consultation of CAO.

Engineer Member

Rs.20.00 lacs with consultation of CAO.

Vice-Chairman

Rs.25.00 lacs)with consultation of FM.

Vice-Chairman

Rs.50.00 lacs)with consultation of FM.

Chairman

Full powers with consultation of FM.

Chairman (L.G)

Full powers with consultation of F.M.

As per prevailing practice in DDA same powers are being utilised for challenge/appeal against award/judgement. The same shall be continued.

Note:---These powers are to be exercised where no appeals are to be filed against arbitration awards or where appeals filed against such awards have been dismissed.

2 Accord of sanction to extra/substituted items.

Asstt. Engineer

Nil

Asstt. Engineer

Nil

Executive Engineer

Rs.1.50 lacs in r/o schedule and agreement items. In r/o other items 25% of contract value, subject to the ceiling of Rs.10,000/-. Beyond this, sanction of SE would be necessary.

Executive Engineer

i) in r/o schedule & agreement items Rs.2 lacs  
ii) in r/o other items 25% of the contract value subject to the ceiling of Rs.15000/-

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Suptdg. Engineer Rs.9 lacs in r/o both schedule & non-schedule items.  
 Chief Engineer Full powers

Suptdg. Engineer in r/o schedule & non-schedule items. Rs.13 lacs.  
 Chief Engineer/ Full powers.

Note:--  
 i) these powers should be exercised for technical reasons only.  
 ii). Scale of accomodation & furniture sanctioned by the higher authorities should not be exceeded.  
 iii) These powers are in r/o each contract  
 iv) These powers will be exercised independently by each authority.

Note:-  
 i) these powers should be exercised for technical reasons only.  
 ii) Scale of accommodation & furniture sanctioned by the higher authorities should not be exceeded.  
 iii) These powers are in r/o each contract.  
 iv) These powers will be exercised independently by each authority.  
 v) These powers shall include sanction for exceeding the quantities of various items beyond deviation limits, in accordance with DG(W), CPWD OM No.DGW/Con/85 dated 30.6.95.

13. Award of additional quantities against abnormally high/low rated items, variations being more than 25% above or below the schedule of rates enhanced to the extent of cost index which will be approved by CE concerned from time to time for particular place with reference to the schedule of rates to be adopted for the purpose.

Asstt. Engineer Nil  
 Executive Engineer 40,000/-  
 Suptdg. Engineer 1.80 lacs  
 Chief Engineer Full powers

Asstt. Engineer Nil  
 Executive Engineer 60,000/-  
 Suptdg. Engineer 2.50 lacs  
 Chief Engineer Full powers.

Note:-- The officers are allowed to award such quantities upto 25% on the quantities stipulated in the agreement in r/o work

Note:- 1.same as in colm. 3 & 4  
 2. Cost index applicable to relevant DSR, circulated by CPWD for the purpose shall be adopted by C.Es for DDA works.

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above plinth level. Beyond these limits, these powers shall be restricted to the monetary limits mentioned above. In case of low rate items, the quantity decreased beyond 5%/25% shall be taken as quantity awarded for the purpose of enhanced powers as mentioned above.

14. i) To undertake deposit work at full rates of departmental charges.

Not considered in last proposal.

Chief Engineer 600 lacs

ii) To undertake deposit work at rates lower than full rates of departmental charges.

Not considered in last proposal.

Vice-Chairman Full powers  
Vice-Chairman Full powers

NOTES--Delegation of powers will be subject to the following conditions.

a) Such departmental charges will be reviewed at every upward revision of departmental charges and.

b) Deposit work will be accepted to utilise spare capacity of the DDA and should not in any way effect departmental working.

1. 2. 3. 318 4. -14- 13- / 5. Chief Engineer. 4 lacs (under his own power)

15. i) Local Purchase of steel. Chief Engineer. 3 lacs per item without limit.

Chief Engineer. Full powers with prior approval of WAB).

ii) Local Purchase of Steel on ground of emergency.

Executive Engineers.	Nil.	Executive Engineer.	1.2 lacs.
Suptd. Engineer	Nil.	Suptd. Engineer	6 lacs.
Chief Engineer	Rs. 10 lacs only with prior consensus approval of Sub-committee of CAO (Chairman), Dir. (MM) & CE concerned. The sub-committee will take a decision in each case. /and Ex-Post-Facto intimation would be sent by CE concerned for appraisal of the board.	Chief Engineer.	30 lacs. under his own Full Powers. with prior W.A.

Note- It will be the responsibility of CAO to ensure that there was an emergency which could not have been anticipated thereby making a reference to the sub-committee for making emergency local purchase.

Note:  
i) Purchase of steel from yards of main producers SAIL, TISCO, IISCO & Rasht Inspat Nigam will not be treated as local purchase. However, quotations will be obtained from the main producers through press notice placed at lowest rates f.o.r. destination. All orders for purchase of steel from the stock yards of producers shall be for Director (MM).

iii) Powers of local purchase of steel on grounds of emergency will be exercised in of emergent requirements. Responsibility for de emergency necessitating purchase of steel shall be with D. CE (Head of I these powers should be



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Such purchase should be limited to absolute minimum required to tide over the emergency in a particular situation created by sudden failure of machinery or by an act of God.

(10)  
A.A.C. (P)

A.O. (P)

*Swamy*  
Director (Works) 26/5/18

File No. 661  
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DELHI DEVELOPMENT AUTHORITY  
(E.M.'S OFFICE.)

NO. (287)96-97/PC/DDA/193

Dt. 7/7/2001

Sub: DEVIATION IN CONTRACTS FOR WORKS-NON AHR & ALR ITEMS.

CPWD vide its office Memorandum No. :DG(W)MAN/16 dt. 8/3/98 issued by the SE(C&M) has delegated powers to various CPWD Officers on the Engineering side as regards, approval of variation in the quantities of non AHR and non-ALR items at agreement rates in excess of agreement quantities and has also issued instructions to be followed in this regard at various levels.

In the enhanced power delegations circulated vide this office Order NO. :F.5(287)96-97/PC/208 dt. 26/5/98, powers were delegated as per item 13 of these delegations to award additional quantities against abnormally high/low rated items but it did not include powers to approve variations in the quantities of non high/low rated items.

The matter was placed before the WAB as item NO. CE(MQ)-11 vide WAB's agenda notice NO. : WAB-1(76)Vol-32/SECY/5840-51 dt. 7/6/2001 and the same was approved vide minutes NO. :WAB-1(76)2000/SECY/6460-71 dt. 22/6/2001. As per the approval, the Engineering side in DDA will enjoy the following powers as regards approval of the variation in the quantities of non-AHR and non-ALR items at agreement rates in excess of agreement quantities.

- |                     |   |
|---------------------|---|
| 1. Asstt. Engineers | N I L.  |
| 2. Ex. Engineers    | Rs.7 Lacs subject to maximum of 20% on individual items.  |
| 3. Suptdg. Engineer | Rs.25 Lacs subject to maximum to 30% on individual items. |
| 4. Chief Engineer   | Full Powers.  |

The follow up action will be taken as per the additional instructions follows :-

- The Junior Engineer-In-Charge of the work shall be responsible to initiate deviation item statement for the work to be done in excess of the agreement quantity of any item and allow the execution of work in excess of the agreement quantity only after the excess over the agreement quantity has been approved by the Competent Authority. If for any reason, whatsoever, the work has been done in excess of the agreement quantity of any item, Junior Engineer-in-Charge of the work shall not record the measurements of the work done beyond the agreement quantity unless the excess has been approved by the Competent Authority.

*AGP*  
*SG Kaulant*  
*Pl. file in accordance*  
*Com*  
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- ii) The Assistant Engineer-in-Charge of the work shall ensure that the work done in excess of the agreement quantity of any item is not included for payment in any running account bill or final bill unless the deviation has been approved by the Competent Authority.
- iii) In case payment for the work done in excess of the agreement quantity of any item has been included in any running account bill or final bill without the approval of such excess by the Competent Authority, it shall be the responsibility of the Auditor and the Divisional Accountant/Head of the Accounts Branch of the Divisional Office to propose, payment of such running account bill / final bill by restricting the quantities up to which the excess has been approved by the competent Authority and the Executive Engineer shall pass the running account bill / final bill accordingly.
- iv) For all on-going works as well as works completed after 31/3/2001 (but the final bill not yet paid) and where the quantities of non-AHR and non-ALR items have exceeded beyond the agreement quantities the Junior Engineer-in-Charge of the Section shall initiate Deviation item Statements for accord of approval by the Competent authority as per the provisions of para 1 of this Memorandum.
- v) The limits specified in schedule F of standard Contract Form (CPWD 7/8) are meant for operation of clause 12 only and therefore any excess of non-AHR and non-ALR items beyond the agreement quantities shall require the approval of the Competent Authority as laid down in this Memorandum.
- vi) AHR and ALR items, extra items and substituted items shall continue to be dealt as per the instructions already in force.

The above is circulated for information and compliance by all concerned.

*Shukla*  
CHIEF ENGINEER(HQ), DDA, Delhi

COPY TO:-

1. All CEs (Civil)/(Elect.)/QC/HQ and Design, Chief Architect., DDA.
2. All SEs (Civil/Elect./QC/DO & Design), DDA.
3. CWO, DDA.
4. SE (Vig.) I, II, III, DDA.
5. Project Manager Fly Over Projects Gr. I, II, DDA.
6. CAO, DDA.
7. Dir. (Hort.) North and South, Dir. (MM), DDA.
8. Director (Works), DDA.
9. All EEs (Civil/Elect., QC & Design) through their respective CEs/Dirs./Project Manager (Fly Over/SEs (Vig.)), DDA.
10. All Dy./Jt. CEs attached with CEs/FOs to Dir. (Hort.) North & South, CE (Elect.) & Dir. (MM), DDA.
11. All Jt./DD (hort.) circulation through respective Dir. (Hort.), DDA.
12. EO-I, II, III and IV to EM, DDA.
13. A.O. (Plan) to EM, DDA.
14. File NO. EM1(10)98/Vol-I.

COPY FOR INFORMATION TR:-

1. V.C., DDA.
2. E.M., DDA.

*Chakraborty*  
E.O.-I to E.M., DDA.