

CIRCULAR NO. 10

Sub:-Monitoring of works-pert/Bar charts and Co-
Ordination Meetings.

IT HAS been observed that in many of the housing schemes and other projects taken up by the DDA, there is a considerable gap between the date of completion stipulated in the contract for the main civil work and the actual data of completion of houses in all respects including services, etc. There is a large number of registrants (about 2 lakhs) who are waiting for allotment of houses by DDA for the last several years. It is, therefore, very important to complete the houses taken up by us as early as possible. In many cases, the civil works are by and large completed, but the houses cannot be occupied for want of services like electricity, water supply, sewerage etc. resulting in blocking of large amounts of DDA's finances in these projects for a long period without any return. In self financing schemes, interest has to be paid by DDA in cases where the completion is delayed beyond 2.1/2 years after the date of initial allotment. It is, therefore, very important to keep a close watch on the progress of our schemes and taken remedial measures in time for avoiding these delays.

2. IT HAS been decided that for all housing and other important projects (like commercial schemes, development projects etc.) Pert charts/Bar charts must be prepared immediately by the concerned EEs/SEs/ACEs in consultation with their counter parts on the electrical side as well as other concerned departments like MCD, DESU etc. This will facilitate fixing of targets, periodical monitoring of project and identification of bottlenecks, where advance action is necessary to avoid delays. For housing projects, simple bar charts could be prepared showing the expected dates of commencement and completion of various major activities, while Pert charts may be prepared for other major projects like multi-storeyed commercial buildings, multi-storeyed housing projects etc. These Bar/Pert charts must also include the activities mentioned in Annexure-A which often cause delay in completion of works. A sample Bar Chart is enclosed

for the information of all concerned. I

3. FOR speedy completion of houses, it is also very important to review and monitor the progress made on various items and identify the critical activities, shortfalls in targets vis-a-vis the date fixed on the Bar charts and taken remedial actions as necessary. For this purposes, periodical Coordination Meetings must be held by the SE(Civil) who will be the coordinating officer for this purpose. These meetings should be preferably held at site of work, followed by inspections and should be attended by all concerned officers, such as Architect structural designer, EE(Elect) concerned EEs of DESU, MCD, Telephone Department, representatives of the contractors(civil) as well as electrical) etc. The Chief Engineer/Addl. Chief Engineers should also hold regular coordination meetings at site for major projects. These meetings could be held by SEs weekly and by CE/ACEs/ fortnightly / monthly. Minutes of the meetings should be circulated to all concerned.

4. IT IS enjoined on all the EEs, SEs, ACEs/CEs to follow these instructions meticulously. Action must be started immediately and a copy of Bar Charts/Pert charts prepared in respect of schemes under their charge, must be submitted to this office within a fortnight positively. Minutes of Coordination meetings held by the SEs/ACEs/CE must also be submitted to this office regularly.

Sd/-
(K.D. BALI)
ENGINEERS MEMBER

LIST OF IMPORTANT ACTIVITIES TO BE INCLUDED
IN THE BAR CHART

1. Supply of all preliminary & detailed architectural drawings (all details upto colour scheme).
2. Supply of all structural drawings.
3. Services plans for water supply, sewerage and storm water drains and approval of the same by MCD.
4. Award of internal electrical work.
5. Construction of one or two sample houses of each type of flat under construction.
6. Various items of important building activities:-
 - i. Foundations and plint.
 - ii. Brick work.
 - iii. Procurement on fixing of chokhats
 - iv. Procurement of shutters.
 - v. Casting of RCC slabs.
 - vi. Cutting of chases for electrical works.
 - vii. Internal sanitary and water supply installations and testing of the same.
 - viii. Internal plastering
 - ix. External plastering
 - x. Flooring of Bath rooms and kitchen.
 - xi. Water proofing of Wet acres, toilets and kitchens etc.
 - xii. Flooring including frinding of floors.
 - xiii. Water proofing on roofs and terraces (with mud phuska)
 - xiv. Stair cases including railings
 - xv. Providing and fixing of rain water pipes and soil waste and vent pipes etc.
 - xvi. Other miscellaneous item including finishing items, fixing of glass panes, all white/colour wash etc. fittings and fixtures printing.
7. Construction of underground and overhead tanks & pump houses.
8. Procurement, installation and commissioning of pumping sets.
9. Planning and layout of routes for water supply and sewer lines (including road crossings).
10. Laying of water supply and sewer lines and testing the same.
11. Boring of tubewells and commissioning the same, construction of pump houses and installation of pumping sets..
12. Marking of routes for electrical and telephone cables, including road crossing and provision of RCC pipes at such crossings
13. Construction of roads and paths.

14. Bulk services (i) sewerage:- Laying of outfall sewers/
construction of oxidation ponds etc. (ii) Construction of
outfall S.W. Drains where necessary (iii) laying of feeder
line for Water Supply from MCD mains.
15. Water and sewer connections from MCD mains.
16. Site clearance:
17. Electrical Services:-
 - i. Projection of demand for electrification on DESU
 - ii. Final allocation and handing over of sub-stations sites.
 - iii. Receipt of estimates from DESU
 - iv. Payment by DDA and release of work order by DESU
 - v. Construction of sub-station building.
 - vi. Completion of H.T. Feed and inter connections.
 - vii. Installation and commissioning of sub-station equipment.
 - viii. Completion of L.V. Mains works.
 - ix. Street lighting.
 - x. Service mains.
18. HORTICULTURE
 - i. Grill fencing of parks including water supply
for horticulture purpose.
 - ii. Development of Parks.

BAR CHART

FOR CONSTRUCTION OF _____

Name of Division/Sub-Division _____

Date of award _____

Date of commencement _____

Stipulated date of completion _____

Target date of completion _____

Sl.No. Activities

PERIOD

June July Aug. Sept. Oct. Nov. Dec. Jan. Feb. March Apr. May

1. Architectural Drawings

Target _____

Achievement _____

2. Structural Drawings.

Target

Foundation

All Floors

Achievement _____

3. Sample houses, Target

Achievement _____

4. Building work

Target _____

Achievement _____

5. Water Supply

Design	Approval 23% U/G O/H tank of plans by Tank MCD	Tube well	50% Pump House	Pumping inst-tallment	75% Boost-ing insta-llations	Chlori-nators	100% Test-ing of lines.
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Target Achievement

6. Sewer lines

Designs	Approval of Plans by MCD	Execution of Works	Testing of Lines	Pumping Stations	Outfall Sewer	Oxidation Ponds.
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Target Achievement

7. Horticulture development

Grill fencing Plantation.

Target Achievement

8. Roads

Target

Achievement

9. S.W.Drains

Target

Achievement

10. Electrification

Project demand to DESU	Allocation of S/S site	Handover Site	Receipt estimate from DESU	Pay to DESU	C/o SS Bldg.	Comp. H.T. feed to SS	Inst. of SS equip.	L.V. mains & feeder poles.	Commissioning.
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Target Achievement

11. Other items if any

Target

Achievement