

DELHI DEVELOPMENT AUTHORITY
(EM'S OFFICE)

NO: EM(10)95/1339

Dated: 17-7-95

CIRCULAR NO. 464

SUB: STRICT COMPLIANCE OF ALL THE CODAL FORMALITIES AND DEPARTMENTAL INSTRUCTIONS REGARDING EXECUTION OF VARIOUS PROJECT IN DDA.

Repeated Departmental Instructions have been issued from time to time, both by the Engineering Wing as well as by the Finance Wing, for strict compliance of all codal formalities regarding accord of AA & ES, technical sanction, preparation of notice inviting tenders, proper budget provision, execution of works strictly within the prescribed deviation limits and obtaining prior approvals of the competent authority for any changes in technical sanction and/or Architectural/structural Drawings, etc. However, it has been noticed that inspite of all such instructions issued on these aspects, many times, during the execution of various projects, all the required formalities are not being completed scrupulously.

The following instructions are once again reiterated for strict compliance while taking up various projects in DDA.

1. ACCORD OF AA & ES :

1) Detailed instructions have already been issued in the past vide EM's Circular Nos. 47 dt. 26.12.83, 141 dt. 2.4.86, 203 dt. 26.5.87, 411 dt. 8.11.93, 426 dt. 14.6.94, 429 dt. 13.9.94 & 430 dt. 13.9.94. All engineers as well as officers of the Finance Wing are directed to strictly follow the various instructions contained in the above mentioned circulars.

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ii) It must be ensured that proper preliminary estimates are prepared strictly on the basis of the concerned structural/architectural drawings duly approved by the competent authority. These preliminary estimates must be submitted to the competent authority for obtaining Administrative Approval and Expenditure Sanction. No project shall be taken-up for execution without first obtaining A/A & E/S from the competent Authority.

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dt 25/7/95

copy to - SES, SE(PII), FO, Dy CAO for strict compliance

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iii) In case of emergency works, which cannot wait for the formal accord of AA & ES prior approval of VC in writing (including ceiling of expenditure) must be obtained in advance through EM/FM to undertake the work in anticipation of AA & ES. The preliminary estimate must be submitted within 3 (three) months from the date of approval of VC to undertake the work.

iv) It must also be ensured that during the course of execution of a project, if the expenditure is anticipated to exceed more than 10% of the amount for which AA & ES has been accorded, or Rs. 2 crores whichever is less, a revised Preliminary Estimate should immediately be prepared and submitted to the competent authority for obtaining revised AA & ES well in time and before any excess expenditure is incurred on such projects.

A periodical review should be taken at the level of the SE/CE after the expenditure has touched 85-90% so as to keep the close watch on further expenditure against sanction and to ensure initiation of action for revision of PE if the expenditure is anticipated to exceed the prescribed limit.

2. PROPER ACCORD OF TECHNICAL SANCTION AND PREPARATION OF NOTICE INVITING TENDER

i) In this regard also detailed instructions have already been issued vide EM's circular Nos. 204 dt. 26.5.87, 225 dt. 4.5.88, 282 dt. 18.1.90, 354 dated 27.5.92, 388 dt. 18.3.93 & 392 dt. 13.4.93.

ii) It must be ensured that after accord of Administrative Approval and Expenditure Sanction by the competent authority, detailed estimates are prepared correctly, incorporating proper specifications and other details as given in the detailed working architectural/structural drawings. Special care must be taken to compute the quantities correctly to obviate any subsequent chances of abnormal deviations during the execution of the works. Care should also be exercised to prepare proper Schedule of Quantities, so that there are no errors in the description of items, the quantities, the units and the rates. The descriptions of the scheduled items should be strictly as per the Delhi Schedule of Rates being adopted for a particular work, whereas, the descriptions of non-scheduled items should clearly mention all the specifications required to be adopted in the execution of such items so that there is no confusion either in the mind of the executing Agency or the supervisory field staff.

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iii) It must also be ensured that upto date cost index for Delhi as approved from time to time is added to the value of the detailed estimate before according a formal technical sanction. These detailed estimates should invariably be approved by the Competent Authority and formal Technical Sanction should be issued.

iv) On the basis of these detailed estimates, which are duly technically sanctioned by the Competent Authority, Notice Inviting Tenders should be prepared and approved by the Competent Authority. Special care must be taken to incorporate any additional/special conditions in the Notice Inviting Tenders as may be specially required for a particular type of work/or to cater to the specific site conditions. NIT should be reviewed before issue of notice inviting tender if the same had been sanctioned six months earlier.

v) A revised detailed estimate must be prepared and sanctioned by the competent authority whenever the Technically Sanctioned estimate exceeds or is likely to be exceeded by more than 10% as per the provision of para-75 of CPWD Code.

3. DEVIATION :

i) Detailed instructions had been issued vide LM's circular Nos. 7 dt. 12.5.83, 201 dt. 28.4.87, 429 dt. 13.9.94 & 430 dt. 13.9.94 as well as Finance Wing's Circular No. 17 dt. 1.6.94 read with circular No. 21 dated 28.6.94.

ii) Provisions of para-77 of CPWD Code must be strictly followed whereby an Officer of the DDA may pass excesses over estimates upto 10% of the sanctioned amount. If the excess does not result in going beyond the amount upto which he is empowered to accord sanction to an estimate, no further sanction is required on this. If the case is otherwise, a report should be made every month to the next higher authority who will satisfy himself about the propriety of the excess sanctioned.

iii) 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 Divisional Officer shall submit the complete case to the Competent Authority for obtaining its approval in advance before undertaking any work in excess of the quantities mentioned in the contract including the deviation limit.

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iv) Taking up of additional quantities of work beyond the deviation limit tantamounts to award of work without call of tenders. Such additional quantities, in excess of the deviation limits prescribed in the agreement, would be deemed to be executed without call of tenders for which the competent authority shall accord sanction as per the delegated powers prescribed for award of works without call of tenders.

v) It must be ensured that the provisions contained in para-10 under section-20 of CPWD Manual Vol.II with regard to execution of abnormally high and low rated items are strictly observed.

vi) The rates for extra and substituted items and for deviations in the agreement items should be determined by the sanctioning authority keeping in view the provisions of clause-12 & 12A of the agreement, so as to ensure that the interest of the deptt. is fully protected.

4. RELEASE OF FUNDS :

i) While submitting the requirement of funds, the Divisional Officers shall record the following certificate:-
"Certified that the expenditure including the proposed requirement of fund is within the limit of 10% or Rs. 2.00 crores, whichever is less, beyond the sanctioned amount of AA & ES".

ii) While forwarding the requirement of funds, the following officers shall verify from their record that the expenditure including the proposed requirement of fund is within the limit of 10% or Rs. 2.00 crore, whichever is less beyond the sanctioned amount of AA & ES.

a) Finance Officer to Chief Engineer of the concerned zone where the whole project is being executed in one zone.

b) In case where the project is divided under two or more zones for the purpose of execution of works, the proportionate value of AA & ES for each zone in respect of works to be executed by them will be allocated with the approval of E: or by any officer

authorised by him. While forwarding the requirement of funds in such cases, the FOs to Chief Engineers of the respective zones will verify that the expenditure incurred is within the proportionate value of AA & ES as allocated by the Engineer Member.

c). A.O.(CAU), where Dy. CAO is in position, will record verification note on the statement of disbursement annexed with requirement of lump-sum release of funds. Dy. CAO (CAU) for this purpose shall report to CAO.

iii) In order to keep a proper watch on the release of funds, the format already prescribed for raising demand vide circular No.21 dt. 28.6.94 has been slightly amended as per specimen enclosed. The demand for release of funds shall, in future, be raised in this revised format.

5. These instructions are brought to the notice of all concerned for strict compliance.

This issues with the concurrence of Finance and approval of Vice-Chairman.

Encl: As above.

S.M. Madan
(S.M. MADAN)
DIRECTOR (WORKS)
D.D.A. 2

Copy to:-

1. PS to VC for information of the letter.
- 2.. PS to EM. for kind information of the letter.
3. PS to FM for kind information of the letter.
4. CAO, DDA with 10 spare copies for circulation.
5. All CEs i/c CE(Elect.), CE(QC) & CE(Design) with 10 spare copies for circulation.
6. All SEs i/c SEs(Elect.) & SE(QC).
7. Director (MM).
8. Director (Hort.) North & South.
9. All EEs (Civil), EE(Elect.) & EE(QC).
10. All FOs to CEs.
11. E.O.-II, E.O.-III & Sr. A.O.(Plan) EM's Office.
12. File No. TIC/CSC/Section-16/Plot No.10/ of IA.(H.4).
13. File No. EM 16(1)94/Committee.

S.M. Madan
DIRECTOR (WORKS)
D.D.A. 11/2/95

R.K.

REVISED PROFORMA FOR RAISING DEMAND OF FUNDS

(REF. Circular No. 21 dt. 28.6.94 issued by C.A.O.)

Period.....

Divn.....
Zone.....

Sl.No.	Name of the scheme (as per Budget book)	Item No.	Reference of AA/ES No. dt.....amt.....	Proportionate allocated value of AA & ES in respect of works being executed by this zone.	Tendered amount of the work/ scheme.	Progressive Expd. upto the last financial year.	Budget Provision during the year.	Prop & tionate value of B.E. in r/o work being executed in more than one Divn./Zone
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1. 2. 3. 4. 5. 6. 7. 8. 9.

expdr. during the year (current as close of the last month.

Funds regd. i/c income ex. * Up to date expdr. against sanctioned/proportionate allocated AA & ES.

Remarks

10.

11.

12.

13.

CERTIFICATE.

1. Certified that the scheme is covered by sanctioned AA/ES.
2. The demands for funds are within the Budget provision/ allocation/ re-appropriation already approved.
3. Misc. Rects. have been remitted to Head. Qr. vide cheque No. dt.
4. Funds already released have been utilised for the purpose for which these were released.
5. In r/o maintenance schemes, the maintenance estimates are approved and works are technically sanctioned.
6. The demands for works which are raised above actually executed at site.

7. Expend on the work is within the limit of 10% over & above the contract amount.
8. The expt. including the proposed requirement of fund for the work is within limit of 10% or Rs. 2.00 crore whichever is less beyond the sanctioned amount of AA & ES/ proportionate value of AA/ES for the works under this zone.

D.A.

E.E.

F.O.

C.E.

* To be filled in by EE if entire scheme is under his division otherwise by FC of two zone.