

CIRCULAR No. 9

Sub: Construction of Sample Houses.

It has been decided that in all housing schemes of DDA, which are either in progress or to be taken up in future, one or two sample houses of each type must be completed under each contract in the first instance. For all works in progress, top priority should be given to this item and sample houses must be completed in all respects including providing and fixing of all fittings and fixtures, various services etc. Within next 2 to 3 weeks. These sample houses shall be inspected by the concerned EE/SE/ACE/CE in detail and all defects pointed out by them or other observations made, should be got attended to immediately. Thereafter the sample houses shall be formally approved by the concerned SE and the balance work shall be got executed as per this approved sample only.

2. Construction of sample houses at the beginning of the project will have several advantages both to the department as well as to the contractors:-

1. Standard and quality of workmanship, expected of the contract and acceptable to the department will be known to all concerned parties, including the junior staff (Mates, work Assistants, JEs and AEs of DDA Supervisors and Munshis of Contractors) in the very beginning and they would be in a better position to execute similar work on rest of the project.
2. Possible errors in drawings, designs and construction will come to notice at the initial stage itself and necessary remedial measures taken well in time.
3. For construction of sample houses, all necessary architectural and structural designs upto the last detail including colour schemes shall have to be made available to the contractors and bottlenecks, if any, in these activities will be highlighted and action will be possible to remove such bottlenecks well in time.
4. Changes required, if any, in architectural and structural designs and specifications, (Particularly deviations from the contract provisions) will be known and action can be taken

well in advance for obtaining approval of the competent authority in respect of such changes and saction of necessary extra and substituted items etc. Numerous decisions, which often linger on right upto the fag and can be taken in the beginning itself upto the last detail including colour scheme, which will go a long way towards speedy execution.

In view of all the above advantage, it will be in the interest of the contractors as well as the department to complete the sample houses in all respects as quickly as possible.

It is, therefore, enjoined on all the SE/ACs/CE to please ensure completion of sample houses in all schemes in progress under their charge within next 2-3 3eeks positively and send a compliance report by 5.6.1983 in this regard in the following proforma:-

1. No.	Name of Divn.	Name of Scheme	Name of Contractor	Present % age progress	Date of completion of sample houses.	Remarks
2	3	4	5	6	7	

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

CE/ACEs/SEs/EEs/AEs