

DELHI DEVELOPMENT AUTHORITY
(E.M.'S OFFICE.)

EM1(10)/02/Vol.I/6802

Dt. 11.6.2002

CIRCULAR No. 550

Sub: Streamlining the process of issue of architectural drawings.

In supersession of all previous instructions, the processing and issue of all architectural drawings shall be in the following order:

1. All conceptual drawings, viz. layout plans, basic building plans, etc. shall be processed and got approved from Screening Committee by the office of Chief Architect under latter's supervision.
2. To minimize the time frame, concept drawn by architectural wing shall be jointly interacted under the leadership of Addl. Chief Architect, by concerned Sr. Architect, DLM, Director (Plg.), SE(C), SE (El.) and SE (D) to arrive at a consensus before formalization. Issues remaining unresolved shall be decided by joint interaction at the level of Chief Architect, CE(C), CE (Elect.) and CE (D). A balance shall be maintained between utility, aesthetics, structural stability and economics. Sr. Architect shall play the leading role and act as co-ordinator for in-house drawings and SE(C) shall act as co-ordinator in case of out source drawings (i.e. submitted by private architects.)
3. Once the drawings are approved by the Screening Committee further processing of drawings including preparation of models etc. for obtaining approval of DUAC & other mandatory authorities/ local bodies, wherever required, shall be the responsibility of respective Additional Chief Architects.
4. Further detailing for issue of detailed working drawings good for construction shall be processed and approved by the respective Senior Architect of the project. Any advice or guidance required in the matter shall be provided by

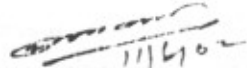
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the concerned Addl. Chief Architect. The issues involving general policy decisions in the process may be referred to Chief Architect but after the requisite decisions, the detailed drawings shall be issued by the Sr. Architect under his authority. Sr. Architect shall keep Addl. CA and CA apprised of the latest developments and the progress in this regard.

5. Like recording reference of Screening Committee's approval on the drawings, reference to the architectural branch file containing approval of drawings by the concerned authority shall invariably be recorded on each drawing sheet. All drawings shall be issued at least under the signatures of the concerned Sr. Architect .
6. Any revisions in the drawings at any stage shall be duly recorded on the drawings with brief description of specific revision incorporated in it. Sufficient prints of pre-revised drawings shall be maintained in the record for the purpose of any subsequent references viz. dealing with CTE/Audit paras, justifying infructuous expenditure etc., if any.
7. After completion of project, completion drawings in respect of Architectural set up incorporating structural set up, plumbing set up, electrical conduit & fittings set up , services design etc. shall be issued under the signatures of the Sr. Architect, SE(C) & SE (Elect.).
8. Similar procedure/authority shall be adopted / exercised for processing and accord of approval to the drawings submitted by Private Architects, unless authorized otherwise by the specific orders of the competent authority.
9. Complete set of conceptual, detailed working, structural and completion drawings shall be preserved in digital form as well as in the blue print form, one each by the offices of CA, CE(C) , CE(Elect.), & CE(D) for record, duly entered in a reference book.

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10. The above instructions shall also be applicable to all Project Planning Directorates dealing with such Architectural concepts/drawings.
11. This issues with the approval of Vice-Chairman, DDA.


(S.C.SHARMA),
DIRECTOR(WORKS)

1. Commissioner (Planning), DDA.
2. Chief Architect, DDA.
3. All Chief Engineer (Civil) & (Elect.) i/c. (HQ),(Design), & (QC), DDA.
4. Addl. Chief Arch. /Addl. Commr. (Plg.), DDA.
5. Commr.(LM)I and II and (LD), DDA.
6. All SE's (Civil & Elect. i/c. Design & QC), DDA.
7. All Directors (Planning), DDA.
8. CAO, DDA.
9. File No. EM 4 (9)79/Plg./Survey/DDA/Vol.VI/Pt./

Copy to:-

1. PS to VC, DDA }
2. PS to EM, DDA } For information of the latter.
3. PS to FM, DDA }


DIRECTOR(WORKS)
DDA.