



# RULES FOR ENLISTMENT OF CONTRACTORS IN DDA

## 2022



## DELHI DEVELOPMENT AUTHORITY

## Preface

The Enlistment Rules prepared by Delhi Development Authority is important document for enlistment of contractors which generally based on Rules for Enlistment of Contractor in CPWD 2022 except circulars, amendments issued by DDA from time to time and past experience.

1. These rules are compatible to enlistment available on DDA website.
2. The changes have been made to accommodate difficulties faced in the past many years. Major changes include:-
  - (a) Provision has been made for retired govt. engineers/horticulturist for enlistment.
  - (b) Reconstitution of contractors both for constitution and status after enlistment has been clarified in detail.
  - (c) Definition and assessment on TOR has been eased.
  - (d) Definition of "Civil/Building, Road, Horticulture and electrical" has been made clarified.
  - (e) Verification of Certificates issued by Chartered Accountant shall be contactless using UDIN website.
  - (f) Attestation of Sole Proprietorship certificate, Partnership Deed and Indemnity Bond can be done by either First Class Magistrate or Executive Magistrate.
  - (g) Provision has been made for registration for graduate engineer or architect in the Civil/Building category in class-IV & Electrical/Mechanical category in Class-III. Provision has also been made for registration for diploma holders in the Civil/Building category in Class-V & Electrical/Mechanical category in Class-IV.
  - (e) The enlistment rule has been updated as per notification No. DG/ENLISTMENT RULES-2022/01 DATED 12.09.2022

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## Rules for Enlistment of Contractors in DDA, 2022

### 1.0 Title, extent and commencement

- 1.1 These rules may be called the Rules for Enlistment of Contractors in DDA, 2022.  
1.2 They shall hereinafter be referred to as Enlistment Rules, 2022 for the sake of brevity.  
1.3 They extend to the whole of DDA.  
1.4 This document shall be effective from 23<sup>rd</sup> August, 2022.

### 2.0 Definition

In these rules, unless the context otherwise requires:

- 2.1 "Civil/Building" means a residential or non-residential structure consisting of foundation, walls, floors, roofs, and finishing, Civil/Building and electrical services, executed under a single contract.
- 2.2 "**Civil/Building works**" means any of following
- i. Construction of a residential or non-residential structure (consisting of foundation, walls, floors, roofs, finishing, Civil/Building and electrical services complete);
  - ii. Addition of additional floors,
  - iii. Construction of Boundary wall,
  - iv. Repair, maintenance, additions, alterations, renovations, up-gradation,
  - v. all miscellaneous Civil works except specialized works mentioned in CPWD Manual
  - vi. Construction of underground sump,
  - vii. Construction of Parking,
  - viii. Construction of sewage treatment plant.
  - ix. Construction of water treatment plants.
  - x. Construction of effluent treatment plant.
  - xi. Construction of overhead tank,
  - xii. Water supply works
  - xiii. CC pavement, providing and laying interlocking paver blocks, construction of footpaths.
  - xiv. Sewerage works.
  - xv. Drainage works.
  - xvi. Rainwater harvesting structures, water recharging pits (conventional work/works only).
  - xvii. Providing and fixing sign boards.
  - xviii. Constructions of toilet blocks
- Any one of the above work or combination of above works shall be deemed as Civil/Building work.

But excluding –

- i. Stand alone works of supply materials.
  - ii. Any works involving labour component only like housekeeping, sweeping care taking, watch & ward.
- 2.3 "Category" means category of enlistment under these rules. These categories are Civil/Building, Road, horticulture and electrical.
- 2.4 "class" means class of enlistment, in each category, under these rules.
- 2.5 "contractor" means an individual, partnership firm, limited liability partnership or company executing or intending to execute the work under a contract.
- 2.6 "enlistment" means enlistment of contractors in accordance with these rules.
- 2.7 "**Horticulture Works** means any one or more of the following works:  
Landscaping, plantation or transplantation of trees, grassing, nursery work or maintenance of trees and lawns/parks, floral interior / exterior decoration, all miscellaneous horticulture works except specialized works mentioned in CPWD Manual, but excluding stand alone supply of seeds, saplings, good earth, manure, fertilizer, cut flowers, horticulture tools and equipment, labour etc.
- 2.8 "**Road Works**" hereinafter referred as "road works" means any one or more of the following works:  
Construction of road including embankment, sub grade, WBM, WMM, BM, BC, re-carpeting and road maintenance, bridges, flyovers, elevated road or rail corridor, road over bridge, foot over bridge, approaches of bridge or flyover, culvert, subway, underpass, tunnel, runway, sky-walk, river training work, other cross drainage works, all miscellaneous road works except specialized works mentioned in CPWD

- Manual etc. but excluding standalone earth filling, supply of earth, supply of road metal, supply of other constituent construction materials like cement, steel, asphalt, stone chips etc.
- 2.9 **“Electrical Works”** Internal or External including electrical installations, electrical and mechanical services of Buildings, SITC electrical/E&M services and installations like roof top solar plants, oxygen plants, operation and maintenance of electrical and mechanical services through original equipment manufacturers and all miscellaneous electrical works except specialized works mentioned in CPWD Manual.
- 2.10 **“tendering limit”** means the upper limit determined by the estimated cost put to tender of a work of specified category, up to which an enlisted contractor can tender, subject to the eligibility conditions specified in the notice inviting tenders.
- 2.11 **“work”** means the work contracted with the owner to be executed under a single contract.
- 3.0 **General**
- 3.1 The object of enlistment of contractors is to have a ready list of suitable and competent contractors for DDA works so as to minimize the requirement of verification of their credentials at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in DDA and perform satisfactorily.
- 3.2 The enlistment of a contractor in DDA shall only entitle him to participate in the tenders, subject to the conditions of each notice inviting tender. It does not confer any right or claim on him to qualify him or to award work to him.
- 3.3 These rules may be revised or repealed by new rules. The enlistment of a contractor shall be governed by the revised or new rules existing at the relevant time, if any, and not by the rules prevailing at the time of enlistment.
- 3.4 Deleted
- 3.5 Deleted
- 3.6 All the nursery category contractors were renamed as horticulture category Class IV contractors.
- 3.7 Deleted
- 3.8 The enlisted contractors can tender within their tendering limit for works anywhere in DDA.
- 3.9 The contractors enlisted in a particular category are not allowed to participate in tenders of other categories.
- 4.0 **Repeal and savings**
- 4.1 All existing rules regarding enlistment and revalidation of contractors in DDA are hereby repealed.
- 4.2 Notwithstanding such repeal, the contractors already enlisted on the basis of rules hitherto in force shall continue to enjoy the status of enlisted contractors of DDA till the period of validity of such enlistment, including revalidation or extension granted before coming into effect of the Enlistment Rules, 2022. However, all other conditions of enlistment shall be applicable as per the Enlistment Rules, 2022.
- 4.3 Deleted
- 4.4 The applications already received shall be processed as per the enlistment rules prevailing on the date of receipt of the application or ER 2022, whichever is beneficial to the applicant. For this purpose, the date of receipt of application shall be the date of diary of application or the date of instrument of payment of enlistment fee, whichever is last. The fee already deposited shall be valid.
- 5.0 **Enlistment categories, classes and tendering limit**  
The contractors shall be enlisted in the categories and classes mentioned in Rules 5.1 to 5.3.
- 5.1 **Civil/Building category, Road category (Class-I & II only)**  
Various classes of enlistment in this category are I,II,III,IV and V except road category which is for class-I & II only. Those contractors who have works experience as defined for “Civil/Building work” and / or “road work (the works up to tendering limit of class-III shall be treated as works under Civil/Building category)” and satisfy the prescribed criterion corresponding to the class can be enlisted in the said class under this category. Enlisted contractors can bid up to the tendering limit given in Table1.

**5.2 Horticulture category**

The classes of enlistment in horticulture category are Class I, II, III and IV. Those contractors who have works experience as defined for “horticulture work” and satisfy the prescribed criterion corresponding to the class can be enlisted in the said class under this category. Enlisted contractors can bid up to the tendering limit given in **Table1**.

**5.2.1 Electrical category**

The classes of enlistment in Electrical category are Class I, II, III and IV. Those contractors who have works experience as defined for “Electrical work” and satisfy the prescribed criterion corresponding to the class can be enlisted in the said class under this category. Enlisted contractors can bid up to the tendering limit given in **Table1**

**5.3 Tendering limit**

The enlisted contractors shall be eligible to bid for specified category works where the estimated cost put to tender is not more than their tendering limit, without pre-qualification or eligibility bid, but subject to bidding capacity, unless otherwise specified in the bid document. The tendering limits of all categories and classes of contractors are given below in Table1. These tendering limits may be revised or changed from time to time.

**Table 1: Tendering limits of enlisted contractors**

Category and Tendering limit (Rs. in crore)					
S. No.	Class	Civil/Building	Road	Horticulture	Electrical
1	I	50.00	50.00	2.30	4.00
2	II	15.00	15.00	0.80	1.20
3	III	4.00	Not Applicable	0.40	0.40
4	IV	1.30		0.20	0.12
5	V	0.40		Not Applicable	Not Applicable

**6.0 Eligibility criteria for enlistment**

**6.1** The status of an applicant for enlistment as a contractor in DDA may be one of the following.

- (a) An individual, who is a citizen of India.
- (b) Sole proprietorship
- (c) Partnership firm
- (d) Limited liability partnership
- (e) Private limited company
- (f) Public limited company

**6.1.1** No individual or firm, limited liability partnership, private or public limited company having such individual as one of its partners or directors, who is a dismissed government servant; or demoted to a lower class of enlistment; or removed from the enlistment; or having business banned by any government department or public sector undertaking or local body or autonomous body in the past; or convicted by a court of law, shall be entitled for enlistment. However, enlistment may be considered where disciplinary action was taken against the contractor for a specified period and such period is already over.

**6.1.2** No engineer or any other official employed in engineering or administrative duties in any engineering department of the Government of India/State Government /Central and State PSUs is allowed to work in DDA either as a contractor or as an employee of a contractor for a period of one year after his retirement from service unless he has obtained prior permission of his employer Government to do so.

**6.1.3** A partner of a firm or a director of a company enlisted as a contractor cannot be a partner or director in any other firm/company in that category in DDA.

- 6.1.4 A contractor is permitted to have enlistment in more than one category but not in more than one class in the same category.
- 6.1.5 A contractor is not permitted to have enlistment in more than one name in a category.
- 6.1.6 **Opportunity to unemployed engineers and architects.**  
Engineer or architect in Civil & electrical/mechanical stream of engineering / architecture from recognized Institution or University (degree / diploma) having annual income not more than 4 lakh per year (income certificate to be obtained from the authorized State Government Authority), but excluding those employed with Central/State Government Departments or Undertaking or Central/State Government Institutions or Autonomous bodies can directly apply as individual for enlistment in Civil/Building & Electrical Category. The work experience criterion and financial soundness shall not be applicable for them if they are seeking enlistment for the first time. Diploma holder shall be eligible for enlistment in Class-V in Civil/Building Category and Class-IV in Electrical Category and degree holder shall be eligible for enlistment in class-IV in Civil/Building Category and Class-III in Electrical Category.
- 6.1.7 For retired Central Government/State Government / Central PSU engineers or architects seeking enlistment for the first time as individual, after one year of their retirement or voluntary retirement from service, enlistment can be considered in any class in Civil/Buildings & Roads category without work experience but with prescribed financial soundness. Such individuals applying for enlistment should neither to be empanelled nor working as arbitrator or consultant in Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body.
- 6.1.8 **Opportunity to unemployed agriculturist and horticulturist**  
Persons having degree in BSc (Agriculture) or BSc(Horticulture) from a recognized Institution or University having annual income not more than 4 lakh per year (income certificate to be obtained from the authorized State Government Authority), but excluding those employed with Central/State Government Departments or Undertaking or Central/State Government Institutions or Autonomous body can directly apply as individual for enlistment in Class IV Horticulture category. The work experience criterion and financial soundness shall not be applicable for them if they are seeking enlistment for the first time.
- 6.1.9 For retired Central Government /State Government / Central PSU agriculturist and horticulturist seeking enlistment for the first time as individual, after one year of their retirement or voluntary retirement from service, enlistment can be considered in any class in Horticulture category without work experience but with prescribed financial soundness. Such individuals applying for enlistment should neither to be empanelled nor working as arbitrator or consultant in Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body.
- 6.1.10 Persons enlisted under Rules 6.1.6, 6.1.7, 6.1.8 and 6.1.9 cannot change status for the period of first enlistment. For re-validation, they shall have to meet the pre-requisites of the appropriate category including experience. They can change status at the time of revalidation as per prescribed provisions.
- 6.2 **Work experience**
- 6.2.1 The criterion for work experience shall be of completed works, as given in Rule 6.2.7 of these rules, of the prescribed nature and magnitude executed on independent contract basis during the last seven years (works executed on labour rate contracts will not be considered).The value of works executed during the last 7 years shall be brought to current value by enhancing the actual cost of work at simple rate of 7% per annum, calculated from the date of completion of work to the date of submission of application. The works should have been executed in the same name and style in which the enlistment is sought by the applicant, except under special circumstances as stated in these rules separately. If an applicant is constituent of a JV in same name and style in which enlistment is sought then proportionate work experience amount shall be considered for enlistment. JV can be among companies, individual, firms, LLP etc. or combination thereof.

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Foreclosed contracts shall be considered as work experience for enlistment with gross amount of work done. Due to work exigencies if a contract is split into two parts viz, main agreement and supplementary agreement; (i) main agreement shall be considered, if it is completed. (ii) Both agreements (Main and supplementary) shall be considered combined as one work if supplementary agreement is also be completed.

6.2.2 Experience gained by executing work on back-to-back contract basis is acceptable. Back-to-back contract means work awarded by owner to first agency and then by the first agency to the second agency. The first agency shall not be eligible for work experience in such a case. To get the weightage of experience, following conditions must be fulfilled.

- (a) Work should be actually executed by the second agency with due concurrence of the owner as tripartite agreement. It should be backed by valid agreement and experience certificate.
- (b) Payments received by second agency should be reflected in bank accounts and income tax statements.
- (c) Owner of the project and first agency should jointly certify the experience certificate.
- (d) The actual amount of payment received by the second agency shall be considered for experience.

6.2.3 Experience of a petty contractor, labour rate contractor, work shall not be accepted.

6.2.3.1 Work which can't be inspected for quality parameters at all subsequently, like road carpeting work already covered with another layer, painting work already covered with another coat etc. shall be accepted only if completion certificate is issued by the owner department along with grading for quality of work. Similarly, works for which inspecting officers are not permitted to visit the site due to reasons of national security, shall be considered for the enlistment against performance reports issued by the owner department and recorded decision of such department disallowing inspection by the designated DDA officer, provided the work otherwise qualifies as a valid work for work experience. In such cases, owner department like DRDO, MES etc. shall be requested to grade the executed work as per the format prescribed for DDA inspecting officer and inspection by DDA officers shall be dispensed with. Such works shall be considered ineligible in case of incomplete information in the performance report/completion certificate issued by owner department. These provisions shall not apply to private works, which have to be verified invariably by DDA officers.

6.2.3.2 The marking of quality for works covered under Rule 6.2.3.1 shall be given on following basis, in case marks are not given by owner department for quality:

- |   |   |                   |
|---|---|-------------------|
| (i) Quality graded as Outstanding/Excellent | : | 9 marks out of 10 |
| (ii) Quality graded as Very Good            | : | 7 marks out of 10 |
| (iii) Quality graded as Good/Satisfactory   | : | 6 marks out of 10 |
| (iv) Quality graded as Average              | : | 5 marks out of 10 |
| (v) Quality graded as Poor                  | : | 3 marks out of 10 |

6.2.4 Experience for the purpose of these rules in respect of an associate contractor, sub-contractor or those executing work on subletting may be allowed only if the conditions of sub-contract / sub-letting have been incorporated in the original agreement between the client/owner and first agency and the experience certificate is jointly issued by first agency and owner/client.

Only part of work is allowed to be sub-contracted or executed through associate contractor. The experience for such part work executed by sub-contractor/associate contractor shall be considered both for original contractor and sub-contractor/associate contractor for the purpose of enlistment.

6.2.5 Experience of works on foreign soil shall not be accepted.

6.2.6 The applicant shall furnish the list of completed works in Annexure-III. He shall also furnish award letters and copy of final bills of the works mentioned in Annexure-III (not required for Central/State Government Department or Public Sector Undertaking works) shall be submitted. The contractor's performance on the completed works shall be evaluated after physical inspection on the basis of parameters given in Annexure-IV. The nature and amount of work experience required for different categories and classes of enlistment is given below.



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- 6.2.7 The magnitude of work experience required for Civil/Building, Road, Electrical and Horticulture category for various classes is given in **Table 2**.

Table 2: Magnitude of work experience for Civil/Building, Road, Electrical and Horticulture category.  
(Rs. in lakh)

S. No.	Number of Completed work	Civil/Building Class					Road Class		Horticulture Class				Electrical Class			
		I	II	III	IV	V	I	II	I	II	III	IV	I	II	III	IV
		1	Three	400	110	35	10	3	400	110	21	11	6	3	40	13
2	Or															
3	Two	600	160	50	15	4	600	160	32	16	8	4	60	20	10	2
4	Or															
5	One	1200	320	100	30	8	1200	320	64	32	16	8	120	40	20	4

- 6.2.8 Deleted
- 6.2.9 Magnitude of work experience (gross value of completed work) includes amount of work done, arbitration award amount accepted by department, escalation payment and all taxes including GST amount.

**6.3 Financial Soundness**

- 6.3.1 Civil/Building, Road, Electrical and Horticulture Category  
The minimum requirements for financial soundness of the applicant shall be as per Table 3 & Table 4.

Table 3 : Requirements of Banker's Certificate and Average Annual Turnover Certificate for  
Civil/Building, Road, Electrical and Horticulture Category

Minimum Amount (Rs. In Lakh)					
S. No.	Class	Civil/Building	Road	Horticulture	Electrical
1	I	1000	1000	46	320
2	II	300	300	16	100
3	III	80	Not Applicable	8	30
4	IV	26		4	8
5	V	8		Not Applicable	Not Applicable

Table 4: Requirement of Net worth Certificate,  
Civil/Building, Road, Electrical and Horticulture Category

Minimum Amount (Rs. In Lakh)					
S. No.	Class	Civil/Building	Road	Horticulture	Electrical
1	I	500	500	23	150
2	II	150	150	8	40
3	III	40	Not Applicable	4	13
4	IV	13		2	4
5	V	4		Not Applicable	Not Applicable

- 6.3.2 Deleted
- 6.3.3 For Class I and Class II, irrespective of category, following two documents are required:- (i) Either Banker's Certificate or Net worth Certificate. (ii) Average Annual Turnover Certificate on works during the last three financial years from a Chartered Accountant.
- 6.3.4 For Class III,IV and V, irrespective of category, Banker's Certificate or Net worth Certificate or Average Annual Turnover Certificate on works during the last three financial years from a Chartered Accountant are required.
- 6.3.5 For enlistment under Rule 6.1.7 and 6.1.9 only Banker's Certificate is required.

- 6.3.6 Average Annual Turnover Certificate shall be in the format prescribed in Annexure V-2. This certificate shall be duly signed and issued by the certified Chartered Accountants on their letterhead. The relevant year shall be the financial year ending on 31st March of the year preceding the calendar year of application or 31st March of last financial year if audited balance sheet is submitted. This certificate shall be verified by DDA officers (member secretary etc.) using UDIN website. The value of annual turnover figures shall be brought to current value by enhancing the actual turnover figures at simple rate of 7% per annum.
- Illustration 1:* Date of application is 21.05.2022 with unaudited balance sheet of last financial year. Relevant year of turnover shall be 2020-21, 2019-20, 2018-19. Figures of turnover of 2020- 21 shall be enhanced by 7%. Figures of turnover of 2019-20 shall be enhanced by 14%. Figures of turnover of 2018-19 shall be enhanced by 21%.
- Illustration 2:* Date of application is 21.05.2022 with audited balance sheet of last financial year available. Relevant year of turnover shall be 2021-22, 2020-21, 2019-20. Figures of turnover of 2021-22 shall not be enhanced. Figures of turnover of 2020-21 shall be enhanced by 7%. Figures of turnover of 2019-20 shall be enhanced by 14%.
- 6.3.7 Banker's Certificate shall be issued by a Scheduled Bank on its letter head addressed to the Secretary (CRB), DDA in the format prescribed in Annexure V-1. The amounts of Banker's Certificate and Average Annual Turnover Certificate are given in Table 3 for Civil/Building, Road, Electrical and Horticulture category.
- 6.3.8 The Net worth Certificate shall be in the format prescribed in Annexure V-3. These certificates shall be duly signed and issued by the certified Chartered Accountants on their letter heads. In the Net worth Certificate, the Chartered Accountant should also certify that "the net worth of the applicant has not eroded by more than 50% in the last three years ending on 31st March. The relevant year shall be the financial year ending on 31st March of the year preceding the calendar year of application or 31st March of last financial year if audited balance sheet is submitted.
- Net worth certificate shall be verified by DDA officers (member secretary etc.) using UDIN website. The amount of Net worth Certificate is given in Table 4 for Civil/Building, Road, Electrical and Horticulture Category.
- 6.4 **Engineering establishment, tools, plants, and machinery**  
The applicant shall submit an undertaking in the application form (Annexure-I) to hire or otherwise procure the required engineering establishment, tools, plants, and machinery, if not already available with him. In case the contractor fails to deploy the requisite engineering establishment, tools, plants, and machinery, either owned or hired as per requirement of work, then the contractor shall be liable for disciplinary action under these Enlistment Rules.
- 6.5 **Electrical license**  
If the applicant does not possess electrical license in his own name, he shall submit an undertaking in the application form to associate an agency having valid electrical license of appropriate voltage in its name issued by the State Government concerned under Section 45 of the Indian Electricity Rules, 1956 as amended from time to time, for execution of work which requires such a license. Such associate agency shall keep valid electrical license throughout the period of execution of work by getting it renewed at suitable intervals. In the event of any default on the part of the contractor in this regard, he/she is liable to be debarred.
- 6.6 All the contractors are required to possess valid GST registration/ ARN on the date of application for enlistment (in case of ARN, the registration certificate shall be submitted in CRB before issue of enlistment order).

**6.7 Concessions to SC/ST contractors**

The SC/ST contractors have to submit the following concessional amount of Banker’s Certificate for enlistment.

**Table 5: Concessional Banker’s Certificate amount for SC/ST contractors**

S. No.	Class and Category	Banker’s Certificate
1	Class-V Civil/Building category	Rs.4.00 lakh
2	Class-IV Electrical & Horticulture category	Rs.4.00 lakh

**6.8 Criteria for evaluation of application**

The enlistment shall be done on the basis of evaluation of performance of the applicant on the completed works listed in Annexure-III. The criteria for evaluation are given in Annexure-VII. The eligibility criteria for enlistment shall be minimum 60% marks in each parameter (work experience, contract performance, time overrun, quality of works) and minimum 70% marks overall.

**For applications of Class-I category**

**Special Performance report received from CE concerned rank officer of any Central/State Government Department or Executive Director/Senior Executive Director/Director/Member of board of Public Sector Undertaking or Central/State Government Institution or Autonomous body shall be considered by advisory committee for enlistment of application. Designated officers shall mention in their report whether enlistment is recommended or not. Applicants not recommended for Enlistment shall not be enlisted.**

**7.0 Enlistment procedure**

7.1 The applicant is advised to carefully read the “Instructions for applicants” at the end of these Rules.

7.2 Deleted

**7.3 Enlistment fee**

The applicant shall have to pay the enlistment fee prescribed in Table 6 below in favour of “PAO(EW)DDA, Vikas Minar, New Delhi”. The enlistment fee is non-refundable. The applicants are, therefore, advised to ensure that they fulfill the prescribed eligibility requirements of enlistment before applying and make the payment. The enlisting authority shall not be responsible for refund of enlistment fee paid.

**Table 6: Processing fee in Rupees**

Class	Category			
	Civil/Building	Road	Horticulture	Electrical
I	20000 + 18% GST = 23600	20000 + 18% GST = 23600	5000+ 18% GST = 5900	15000+ 18% GST = 17700
II	15000+ 18% GST = 17700	15000+ 18% GST = 17700	4000+ 18% GST = 4720	10000+ 18% GST = 11800
III	10000+ 18% GST = 11800	Not Applicable	3000+ 18% GST = 3540	5000+ 18% GST = 5900
IV	5000+ 18% GST = 5900		2000+ 18% GST = 2360	3000+ 18% GST = 3540
V	3000+ 18% GST = 3540		Not Applicable	Not Applicable

7.4 The prescribed application form along with all supporting documents shall be submitted in the CRB during office hours from 1000 hours to 1700 hours on all working days (except Saturdays, Sundays, and holidays).

7.5 **Applications received without enlistment fee. Annexure-III not signed by owner [owner and first party in case of back to back contract basis work] for filled up with incomplete information, Annexure-V1, V2 and V3 is not in prescribed format, Annexure-V2 and V3 are not updated on [udin.icai.org](http://udin.icai.org) shall be**

**rejected. The applicants will be provided one opportunity to clarify and attended to the shortcomings which shall be intimated through portal only. In the event of no response or incomplete response within 15 days of the issue of the letter by the Member Secretary seeking any clarification and/or document the application will be rejected.**

- 7.6 The Contractor's Registration Board, DDA shall have the right to independently verify the details furnished by the applicant, to get completed works inspected, and to obtain such reports as may be considered necessary like inspection/performance reports of completed works, details of registration or incorporation, Form 16A (Tax Deducted at Source by Client) and/or Form 26 AS (Annual Tax Statement), PAN, etc.
- 7.7 All verifications, submission of inspection reports related to works etc. are to be pursued by the applicant. The applicant shall provide all the necessary documents of work and help for inspection of the work to the inspecting authority after the receipt of intimation for inspection of work from the enlisting authority and shall accompany and facilitate the team of DDA officers for inspection of work. Inspection Report containing the grading on quality and other performance parameters will be issued by the inspection team in Annexure-IV. The details of inspection team are given in paragraph 3.0 of the Guidelines for Departmental Officers. Any delay on account of such verification and reports will not make the applicant entitled for any type of relief. If applicant fails to get the work inspected, verification of works experience certificates by the concerned owner department etc., his application is liable to be rejected.
- 7.8 If the enlisting authority finds the applicant eligible for enlistment, it shall issue the enlistment order. Otherwise, it shall send a letter of rejection to the applicant. Where the application is rejected, the applicant may apply for review to the enlisting authority within 60 days of the issue of letter of rejection. The decision of the enlisting authority on the review application shall be final and binding on the applicant.
- 7.9 The applications already received up to 14.11.2021 shall be processed as per Enlistment Rules 2010; applications received on or after 15.11.2021 as per Enlistment Rules 2021; and applications received from the date of notification of these rules shall be dealt as per Enlistment Rule 2022. The date of receipt of the application and enlistment fee shall be reckoned as per Rule 4.4.
- 7.10 While applying for enlistment, the applicant should mention the address of his registered office as well as head and branch office, if different from registered office. All documents including Bankers' Certificate should bear one of the above-mentioned addresses; otherwise, these documents shall not be accepted.
- 7.11 Deleted.
- 8.0 **Validity of enlistment**  
The enlistment shall be valid for a period of five years from the date of issue of order or as mentioned in the enlistment order. The enlistment shall be open to review by the enlisting authority and liable to suspension, cancellation, or any other such action at any time, if considered necessary by the enlisting authority, after issue of show causes notice.
- 9.0 **Change of name, address, constitution, and status of enlisted entities**
- 9.1 The contractors enlisted under Rule 6.1.6 to Rule 6.1.9 cannot change their name, constitution, and status. They can, however, change their address as per Rule 9.3 below for which they may apply in Annexure VI.
- 9.2 The change in the name of an enlisted entity is permissible with the prior approval of the enlisting authority. After obtaining such prior approval, the contractor shall proceed to get the name of the entity changed from all other authorities concerned. He shall then intimate the changed name of the entity to the enlisting authority not later than one month of such change along with acknowledgement of noting down of such change in name from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the enlistment. The application for change in the name shall be made in Annexure VI.
- 9.3 The change in the addresses of an entity is permissible. The contractor shall intimate the change in the addresses of registered office or head office not later than one month of such change along with

acknowledgement of noting down of such change in address from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the enlistment.

9.4 Change in constitution of a partnership firm or company

9.4.1 The enlisted partnership firm or LLP firm shall not modify the existing partnership or enter into partnership with new partners without the prior approval of the enlisting authority. If new partners are taken in an enlisted partnership firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 6.1 of these Enlistment Rules. Application for such prior approval shall include full details of the intended modifications along with draft partnership deed. The change in the constitution of the firm shall be intimated to the enlisting authority within one month of the registration with the Registrar of Firms, failing which the enlistment is liable to be debarred.

9.4.2 In the case of companies, the word “partner” in Rule 9.4.1 above shall be substituted with director.

9.4.3 The application for change in constitution shall be made in Annexure VI with supporting documents.

9.5 **Change in status (see Rule 6.1)**

9.5.1 An enlisted entity (other than those covered by Rule 9.1 above) may apply to the enlisting authority for prior approval for change in its status on the basis of work experience of the original entity. All other criteria for enlistment under these Rules shall remain the same.

9.5.2 The application for change in the status shall be made in Annexure VI along with supporting documents mentioned therein.

9.6 **Merger and disassociation of enlisted entities**

9.6.1 Merger and disassociation of enlisted entities is permitted, for which the enlisted entities shall apply in Annexure VI for prior approval of the enlisting authority.

9.6.2 Merger of an entity, whether enlisted or not, into an existing enlisted entity would entail change in constitution of the existing enlisted entity(ies). If the merger is between two enlisted entities, the continuing entity shall apply for prior approval of the enlisting authority, stating clearly that the assets and liabilities of the other have been taken over by it. If the merger is between an enlisted and a non-enlisted entity, the enlisted entity shall apply in Annexure VI.

9.6.3 In the case of disassociation of an enlisted entity into two or more entities by a legally valid agreement / board resolution, the existing enlisted entity, shall be deemed to have change in its constitution and shall apply for prior approval in Annexure VI. New entities formed after disassociation can seek fresh enlistment, within 365 days of such disassociation, by applying in Annexure I with work experience of original enlisted entity, prior to disassociation, and with financial experience proportionate to the shareholding of partners / directors in the original enlisted entity, migrating to new entity.

9.6.4 The work experience and financial experience gained only during the term of the originally enlisted entity before its merger / disassociation can be carried forward by its individuals / sole proprietors / partners / directors, and that too only once.

9.7 **Death of partner/director** - In case of death of any partner/director, surviving partners/directors shall be submitted Annexure-VI afresh for removal of the deceased partner / director from the constitution of the firm / company preferably within three months of the death of the partner / director. Submission of fresh Annexure VI shall be deemed as approval to change of constitution. Member Secretary of the Board shall issue change of constitution order within one month of receipt of application by the surviving partner(s)/ director(s). If the information provided is proved wrong, forged or illegal, criminal proceedings shall be initiated by the Enlisting Authority after giving an opportunity to explain the delinquent discharge by the surviving partner(s)/director(s).

**10.0 Contractors' near relatives working in DDA**

The contractors whose near relatives are employed in any capacity in the Delhi Development Authority will not be allowed to tender for works if the Division or Circle or Zone responsible for award and execution of contract is the one where the near relative is working. For this purpose of this Rule, a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.

**11.0 Review of enlistment**

The contractors are expected to bid for works of appropriate magnitude during the enlistment period. Their application for re-validation / fresh enlistment shall be rejected if they fail to bid for any DDA works during the enlistment period of 5 years.

**12.0 Enlisted contractors' obligations**

The contractor shall fulfill all his obligations under these Rules in the prescribed manner, failing which he shall be liable for disciplinary action as mentioned therein. Some of the obligations are summarized below.

- (a) An enlisted entity shall not change its status without the prior approval of the enlisting authority.
- (b) The enlisted partnership firm shall not modify the existing partnership or enter into fresh partnership without the prior approval of the enlisting authority.
- (c) An enlisted entity shall not change its name without the prior approval of the enlisting authority.
- (d) Intimation of change of address should be given within one month of such change along with acknowledgement of noting down such change from Bank, Income Tax, GST authorities, etc.
- (e) If the contractor does not possess electrical license in his own name, he shall associate an agency having valid electrical license of appropriate voltage in its name issued by the State Government under Section 45 of the Indian Electricity Rules, 1956 as amended from time to time, wherever required for execution of electrical works.
- (f) He is expected to bid for and secure works of appropriate magnitude during the enlistment period.
- (g) He shall abide by the Enlistment Rules and amendments issued by the competent authority.
- (h) He shall not indulge in unethical practices and maintain good conduct.
- (i) He shall execute the works awarded to him with due diligence and strictly as per the conditions of the contract and specifications.
- (j) He shall submit the performance report of each work executed by him in the approved format duly filled with all the required details to the respective Executive Engineer within 3 months of completion of the work.
- (k) He shall have obligation to rectify construction or structural defects observed after completion of work for a period of minimum 5 years from the date of completion of the work.

**13.0 Disciplinary action**

**13.1** The contractor shall abide by all the rules of enlistment, and also by the terms and conditions of notice inviting tenders and contract. He shall execute the works with due diligence and strictly as per the contract conditions and specifications. Where the contractor has made he liable for disciplinary action, the enlisting authority shall have the right to debar the defaulting contractor from participating in tender process for a period not exceeding two years based on the recommendations of Empowered Committee. The composition of Empowered Committee shall be as given below. The Chairman may co-opt one or more members as per requirement. The enlisting authority may change the composition of the Empowered Committee for administrative reasons, and his decision shall be final and binding upon all concerned. The EC shall complete its report within three months.

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- (i) Composition of the Empowered Committee where enlistment authority is Engineer Member.  
Applicable for Class-I & II (All Categories)

(a)	Chairman (CRB)	In Chair
(b)	Chief Engineer (Rohini Zone)	Member
(c)	Superintending Engineer (Electrical) North Zone	Member
(d)	Director(Horticulture) South East	Member
(e)	Secretary(CRB)	Member Secretary

- (ii) Composition of the Empowered Committee where enlistment authority is Chairman (CRB).  
Applicable for Class-III to V (All Categories)

(a)	Secretary(CRB)	In Chair
(b)	Superintending Engineer (HQ) North Zone	Member
(c)	Executive Engineer (Electrical), Electrical Division-2	Member
(d)	Dy. Director(Horticulture) Horticulture Division-7	Member
(e)	Assistant Engineer(CRB)	Member Secretary

- 13.2 The enlisting authority shall initiate disciplinary case against an enlisted contractor either suo-moto or on the receipt of a written request from an officer not below the rank of Executive Engineer, and forward it to the Empowered Committee for consideration. The Empowered Committee shall consider the disciplinary case on the basis of documents, facts, and circumstances, shall issue a show cause notice to the contractor, and allow him personal hearing if necessary, and forward its recommendations to the enlisting authority. The enlisting authority shall take a decision on the basis of the recommendations of the Empowered Committee. The decision of the enlisting authority shall be final and binding on the contractor.
- 13.3 Where disciplinary action has been taken against a contractor, the order shall be uploaded immediately on DDA website so that the field offices have access to the information in Delhi.
- 13.4 The disciplinary action against an enlisted contractor may lead to penalties mentioned in Rule 13.6 and 13.7.
- 13.5 Consequent to imposition of any penalty under Rule 13.6, the contractor shall be debarred from any enlistment with DDA for a period not exceeding two years.

**13.6 Debarment of contractor**

The contractor may be debarred if any of the following is established by enquiry:

- (a) fails to execute a contract or executes or executed it unsatisfactorily; or
- (b) violates any conditions of the contract; or
- (c) fails to abide by the conditions of enlistment; or
- (d) is found to have given false particulars at the time of enlistment; or
- (e) has indulged in any type of forgery or falsification of records; or
- (f) changes constitution of the firm without the prior approval of the enlisting authority; or
- (g) changes the name of the entity without the prior approval of the enlisting authority; or
- (h) changes permanent address/business address without intimation to the enlisting authority; or
- (i) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- (j) violates the labour regulations and rules; or
- (k) is involved in complaints of serious nature received from any source, which have been proved; or
- (l) defaults in settlement of tax dues like income tax, GST, etc.; or
- (m) ceases to fulfill eligibility criteria based on which enlistment was done; or
- (n) is considered as not required to be in list of DDA contractors for any other reason considered fit by the enlisting authority; or
- (o) does not start the work after the same is awarded to him on two occasions; or
- (p) fails to rectify construction/structural defects within a reasonable time not exceeding 2 months, pointed out to him by the engineer-in-charge during the period of 5 years from the date of completion of works.

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- (q) converts his individual enlistment into any other status before a period of three years from the date of enlistment, where the enlistment was done on the basis of him being an unemployed or retired engineer or architect or horticulturist.
- (r) Breach of code of integrity as per Rule 175 of GFR-2017.
- (s) Supply of sub-standard material, non supply of material, abandonment of works, sub-standard quality of works.
- (t) Misbehavior, direct or indirect involvement in threatening, making false complaints, filing legal suites for frivolous reasons, or any behavioral act. Omission or commission damaging the reputation of department/officer.

### 13.7 **Debarment of contractor.**

- 13.7.1 Whenever, or any other type of complaint listed at Sl. No 13.6 (a) to (t), is received from any officer of DDA not below the rank of Executive Engineer, Dy. Director against an enlisted contractor and is considered serious by the enlisting authority, he shall be served with suitable show caused notice by the enlisting authority, and thereafter action for debarment of contractor may be taken by the enlisting authority, as deemed fit.

The enlisting authority shall issue order for debarment of contractor for a period (not less than six months and not more than two years) if any of the charges are established on enquiry by the Empowered Committee. The debarment of contractors would entail ban on participation in the tendering process and award of contract for works during the period of debarment, however, running contracts shall, though, remain unaffected by this department.

- 13.7.2 **Relaxation for Earnest money deposit-** If the agency fails to fulfill the condition mentioned in undertaking for earnest money declaration in NIT, he shall be suspended for one year and shall not be eligible to bid for DDA tenders from date of issue of suspension order. This condition shall be applicable up-to 31.12.2021 or till further order unless amended in NITs. The suspension orders shall be issued by Secretary (CRB), DDA with prior show cause notice after receiving the recommendation from the concerned CE of the Zone. Provision of 13.7.1 shall not apply in case suspension is done under 13.7.2.

### 13.8 **Revocation of Orders**

- 13.8.1 An order for debarment passed shall be deemed to have been automatically revoked on the expiry of that specified period and it will not be necessary to issue a specific formal order of revocation.
- 13.8.2 A debarment order may be revoked before the expiry of the Order, by the Enlistment Authority, if it is of the opinion that the disability already suffered is adequate in the circumstances of the case or for any other reason.

### 13.9 **Other Provisions**

- 13.9.1 No Contract of any kind whatsoever shall be placed to debarred firm including its allied firms after the issue of a debarment order by the department. Bids from only such firms shall be considered for placement of contract, which are neither debarred on the date of placement of contract, which are neither debarred on the date of opening of tender (first bid, normally called as technical bid, in case of two packet/two stage bidding) nor debarred on the date of contract should be placed on such debarred firms.
- 13.9.2 In case, any debarred firm has submitted the bid, the same will be ignored. In case such firm is lowest (L-1), next lowest firm shall be considered as L-1. Bid security submitted by such debarred firms shall be returned to them.
- 13.9.3 Contracts concluded before the issue of the debarment order shall, not be affected by the debarment orders.
- 13.9.4 The Debarment shall be automatically extended to all its allied firms. In case of joint venture/consortium is debarred all partners will also stand debarred for the period specified in Debarment Order. The names of partners should be clearly specified in the "Debarment Order".



- 13.9.5 Debarment in any manner does not impact any other contractual or other legal rights of the procuring entities.
- 13.9.6 The period of debarment shall start from the date of issue of debarment order.
- 13.9.7 The order of debarment will indicate the reason(s) in brief that lead to debarment of the firm.
- 13.9.8 Ordinarily, the period of debarment should not be less than six months.

14.0 **Re-validation**

- 14.1 The enlistment cases which have been expired during the COVID-19 period from January 2019 to 30-06-2022 are being processed for revalidation. The enlistment cases expired after 30.06.2022 shall be processed as fresh enlistment in the said category as per Enlistment Rule.
- 14.2 The enlisted contractor may apply for re-validation at any time but not after the expiry of the current enlistment. Enlisted contractors are advised to apply for re-validation in Annexure I with works executed by them, six months prior to expiry of their enlistment order. Re-validation shall be effective from the date of expiry of existing enlistment or date of re-validation whichever is later. Rules for re-validation are same as that for enlistment.

**Annexure-I**

(Refer to Rule 6.0, 7.0 and 14.0)

**Application for Fresh Enlistment/upgradation and re-validation in all categories and classes  
(Supporting documents annexed with the application form should be listed in Annexure-II)**

Class .....  
Category .....

1. (a) Name of the applicant/agency/firm .....
- (b) Status of entity (Individual/Sole Proprietorship/Partnership Firm/Limited Liability Partnership/Company) .....
- (c) Registration Number for Firm (LLPIN for LLP and CIN for Company).....
2. Nationality.....
3. Address
  - (a)Registered Office.....
  - (b) Head Office (if different from Registered office) .....
4. Contact Details
  - (a) Telephone Number.....
  - (b) Fax Number.....
  - (c) Mobile Number.....
  - (d)Website URL (If any).....
  - (e) Email Id.....
5. (a) PAN (Individual / Firm / LLP/ Company).....
- (b) GST registration number.....
6. Name, scanned passport size photograph and signature of the Individual(s)/ Partner(s)/Director(s) (Size of photograph should be 2.5 X 3.5 cm having white background and printed name at bottom)

Sl. No.	Name	Photo	Aadhar Card Number last four digit only	PAN Number	Mobile number	Signature (without stamp)

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7. Is the individual / sole proprietor / any partner / director of company:
- |     |   |   |                    |
|-----|---|---|--------------------|
| (a) | Dismissed Government servant  | : | Yes ..... No ..... |
| (b) | Removed from approved list of contractors   | : | Yes ..... No ..... |
| (c) | Demoted to a lower class of contractors   | : | Yes ..... No ..... |
| (d) | Having business banned/suspended by any Government in the past                                    | : | Yes ..... No ..... |
| (e) | Convicted by court of law   | : | Yes ..... No ..... |
| (f) | Retired engineer/official from Engineering Department of Government of India within last one year | : | Yes ..... No ..... |
| (g) | Director or partner of any other company/firm enlisted with DDA or any other organization         | : | Yes ..... No ..... |
| (h) | Member of Parliament or any State Legislative Assembly  | : | Yes ..... No ..... |

If answer to any of the above is 'Yes' furnish details on a separate sheet.

8. (a) Name of person holding power of attorney (if any) : .....
- (b) Nationality : .....
- (c) Liabilities (if any) : .....
9. (a) Name of the banker : .....
- (b) Full address : .....
- (c) Phone number : .....
- (d) e-mail account : .....
10. (a) Whether already enlisted with DDA or any other Department : Yes/No

(b) If yes, give details in table below:

S. No.	Class/Category	Department Name	Enlistment Authority and address	Enlistment number and date	Validity date	Tendering Limit (in Rs. Lakhs)

11. (a) Is any person working with the applicant a near relative of the official of DDA (See Rule 10.0)
- (b) If yes, give details (Name, Designation, PIMS ID).....

12. Enlistment fee details:
- (a) DD Number .....
- (b) Date of issue of DD .....
- (c) Amount of DD .....

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13. Details of completed works secured during the last 7 years, eligible for work experience (to be filled in the proforma given in Annexure-III. This list should include required number of works with gross value of work done (including enhancement) more than the lowest required magnitude of works for the class in which registration is required.
14. Certificates (Strike out whichever is not applicable):
- (a) I/We (including all partners) certify that I/we have read the Rules for Enlistment of Contractors in DDA as amended up to date and shall abide by them.
  - (b) I/We certify that I/we are not registered and will not get myself/ourselves registered as contractor(s) in the Department under more than one name in the same category.
  - (c) I/We certify that the information given above is true to the best of my/our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.
  - (d) I/We certify that,
    - (i) The constituents of the Firm/LLP/Company reflected in Sl. No. 1(b) and 7 above are as applicable on the date of this application which tallies with the record of the registering authority. I/none of the partners/directors retired from Government service during the last one year.
    - (ii) I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.
  - (e) I/We undertake that I/we will hire or otherwise arrange the tools and plants required for the works procured as a result of this enlistment if I/we do not have our own tools and plants. I/we further undertake that I/we will hire or otherwise arrange the required Engineering Establishment required for the works procured as a result of this enlistment if I/we have not already employed the required Engineering Establishment.
  - (f) I/We undertake that, if I/we do not possess in my/our name a valid electrical license as required, I/we shall associate an agency having such a license for execution of work which requires such a license.
  - (g) I/We have attached Annexure-II duly completed.
  - (h) I/We undertake that the works have not been got executed through another contractor on back-to-back basis.
  - (i) I undertake that I am unemployed engineer/ architect/ horticulturist (submit on affidavit executed before the executive magistrate/ first class magistrate/ notary)
  - (j) I undertake that I am neither empanelled nor working as arbitrator nor consultant in any Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body.
  - (k) **I/we undertake that we will not breach the code of integrity as per rule 175 of GFR-2017.**

**Directors or the Chief Managing Director if authorized specifically by a Board Resolution.**

Place

Date

**Signature of applicant  
(Authorized Signatory)**

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**Annexure-II**

(Refer to S No 14(g) of Annexure-I)

**List of Documents Attached for Enlistment**

Name of entity:

Category:

Class:

S. No.	Document description	Applicable for	Submitted (Yes/No)
1.	Proof of constitution {(Annexure-I, S No 1(b)}		
a)	In case of sole proprietorship: an affidavit executed before the Magistrate not below the rank of Executive Magistrate/ First class Magistrate that the applicant is the sole proprietor of the firm.	Other applicant	
b)	In case of partnership firm: Certification of Registration, Partnership Deed, and prescribed documents indicating change in address or constitution of Partnership Firm.	Other applicant	
c)	In case of Limited Liability Partnership: Certificate of Incorporation, Partnership Deed and prescribed documents indicating change in address or constitution of LLP	Other applicant	
d)	In case of Private/Public Limited Company: Certificate of Incorporation, Articles of Association and prescribed documents indicating change in address or constitution of Board of Directors.	Other applicant	
2.	Power of attorney, if any, Annexure-I, S No 8 (a) or Board Resolution, if any.	Other applicant	
3.	Self-attested copy of enlistment order, if any {Annexure-I, S No 10 (a) & 10 (b)}.	All applicant	
4.	List of all near relatives working in DDA {Annexure-I, S No 11(a) & 11 (b)} (See also Rule 10.0 of Enlistment Rules)	All applicant	
5.	List of completed works (see Rule 6.0) in Annexure-III	Other applicant	
6.	Self-attested copies of award letters and final bill for completed works included in Annexure-III (See Rule 6.0).	Other applicant	
7.	Self attested copies of final bill for completed works included in Annexure-III(See Rule 6.0). Not required for works executed for central / state Govt. departments or undertakings.	Other applicant	
8.	Banker's Certificate from Scheduled Bank (in Annexure V-1) or Net worth Certificate (in Annexure V-3).	Other applicant	
9.	Banker's Certificate from Scheduled Bank (in Annexure V-1)	Retired Govt. Servant	
10.	Average Annual Turnover Certificate on works during the last three financial years in Annexure V-2	Other applicant	
11.	Self attested copy of Tripartite agreement for back-to-back contract. (See rule 6.2.2(a))	Other applicant	
12.	Self attested copy of Form 16/16A & 26AS for private works or for works executed on back-to-back contract. (See rule 7.6)	Other applicant	

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13.	Self attested copy of GST registration. (Annexure-I S. NO. 5(b))	All applicant	
14.	Self attested copy of PAN Card. (Annexure-I S. NO. 5(a))	All applicant	
15.	Self attested copy of PPO- Pension Payment Order to be attached by retired Govt. servant (See rule 6.1.7 & 6.1.9)	Retired Govt. servant	
16.	Self attested copy of retirement order to be attached by retired Govt. servant (See rule 6.1.7 & 6.1.9)	Retired Govt. servant	
17.	Self attested copy of Affidavit for Engineers/Architects/ Agriculturist & Horticulturist applying under Rule 6.1.6 or 6.1.8 along with Form 16/16A & 26AS (if applicable) in Annexure-VIII	Unemployed applicant	
18.	Self attested copy of Degree/diploma. (See Rule 6.1.6 & 6.1.8)	Unemployed applicant	
19.	Self attested copy of Aadhaar Card (of all partners/directors as applicable)	All applicant	
20.	Self attested copy of income certificate issued by state govt.	Unemployed applicant	

Note:-

1. Applicants who are neither retired Govt. servants nor unemployed are termed as other applicant.

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**Annexure-III**

(Refer to Rule 6.0)

**Details of Completed Works:** Eligible works completed during the last seven years

1.	Name of work/Project & Location	
2.	Name of Agency	
3.	Agreement number, date	
4.	Agreement amount	
5.	Gross value of completed work	
6.	Stipulated date of start	
7.	(a) Stipulated date of completion	
	(b) Actual date of completion	
	(c) Justified extended date of completion, if any	
7.	Details of services included	
	(a) Civil/Building (water supply, sanitary installation, drainage and water proofing work, etc)	
	(b) Electrical (internal electrical installation, firefighting, fire alarm, HVAC, lift, electrical substation and DG set, etc)	
	(c) Number of storey constructed.	
8.	Details of compensation levied for delayed completion if any	
	Whether case of levy of compensation for delay has been decided or not ? Owner department officers are requested to only mention either Yes or No against this option. Option of writing "Not applicable" is only acceptable where work is completed before stipulated date of completion. If EOT case has been decided i.e. answer to (a) above is Yes, then please intimate amount of compensation levied for delayed completion.	
9.	Details of Conciliation/Mediation/Arbitration/ Court Cases (from start of work till issue of this certificate), if any	
10.	Details of department/owner/client	
	(a) Name	
	(b) Address	
	(c) Phone	
	(d) e-mail	

Owner's Signature with seal and designation  
(Project Manager or Executive Engineer or Equivalent)

Certificate: This is to certify that no adverse action has been taken by the department concerned against me/us. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

Self-attestation by Applicant

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Notes:-

1. This Performa shall be filled up separately for all three (maximum) eligible works proposed for works experience.
2. Annexure-III without valid signature of owner is invalid. Owner means department who owns the project/work executed by the applicant.



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**Annexure-IV**

(To be filled in by inspection team in reference to rule 3.0 and 3.2 in Guidelines for departmental officers)

**Assessment of quality certificate of completed work (Inspection report)**

1. Name of work/project & location
2. Name of Agency
3. Agreement number
4. Agreement amount
5. (a) Gross value of completed work(approx.)  
(b) Gross amount of work paid  
(c) Amount of work done but not paid
6. Stipulated date of start
7. Date of completion  
(a) Stipulated date of completion  
(b) Actual date of completion  
(c) Justified extended date of completion if any
8. Type of building and number of storeys including basement, stilt
9. Road/bridge lane length
10. Details of services included with approximate amount.  
(a) Civil (water supply, sanitary installation, drainage, and water proofing work etc.)  
(b) Electrical (internal electric installation, firefighting, fire alarm, HVAC, lift, electrical substation and DG set etc.)
11. Details of compensation levied for delayed completion, if any  
(a) Whether case of levy of compensation for delay has been decided or not. Inspecting officers are requested to clearly write this information as either Yes or No  
(b) If EOT case has been decided. Please intimate amount of compensation levied for delayed completion. If any
12. Details of Conciliation/Mediation/Arbitration/Court Cases, if any. Inspecting officers are advised to give brief detail

13. Details of owner/client

Sl. No.	Details	Description
a)	Name of division/circle/zone	
b)	Address of division	
c)	Phone	
d)	e-mail	

14. Inspection report by inspecting officer.

Civil/Building work

S No	Description	Marks
Quality of components of work		
1	Cement concrete and reinforced cement concrete	
2	Stonework	
3	Woodwork	
4	Flooring	
5	Roofing	
6	Finishing of walls	

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7	Water supply and sanitary installations	
8	Aluminum and steel work	
9	Bulk services like road, sewage treatment plant, tube well sump etc.	
10	Steel structure work	
11	Retaining wall and Reinforced Earth Wall	
12	Expansion joint	
13	Seepage and leakage	
14	Lines and levels	
15	Structural defects and distress	
16	Quality of works inside shaft	
17	Quality of works in wet areas like toilet, kitchen , labs etc.	
18	Elevation of Civil/Building	
19	Green features in the Civil/Building	
20	Workmanship in general	
21	Special technology used, if any	
	Total marks	

Road work

S No	Description	Marks
Quality of components of work		
1	Cement concrete and reinforced cement concrete	
2	Stonework	
3	Steel structure work	
4	Retaining wall and Reinforced Earth Wall	
5	Bituminous work	
6	Finishing of road surface	
7	Shoulders	
8	Footpath	
9	Cross drainage/surface drainage work	
10	Quality of protection works in hill roads	
11	Crash barrier, central verge	
12	Road marking	
13	Road signage	
14	Expansion joint	
15	Profile and surface of flyover/bridge	
16	Seepage and leakage	
17	Lines and levels	
18	Structural defects and distress	
19	Workmanship in general	
20	Special technology used, if any	
	Total marks	

Electrical & Mechanical Works

S No	Description	Marks
Quality of components of work		
1	Internal Electrical installation	
3	Fire alarm and firefighting systems	
4	Lifts and escalators	

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5	Air conditioning work	
6	Outdoor street lighting	
7	Bulk services like underground cabling etc.	
8	Substation equipment like transformer, HT&LT panel and , DG set.	
9	Fitting, fixtures, switchboards etc.	
10	Metering location layout of fittings and cables	
11	Earthing	
12	Lightening arrester	
13	SCADA system	
14	EPBAX, Sound, CCTV, LAN System	
15	Civil/Building Management System	
16	E&M defects	
17	Workmanship in general	
18	Special technology used, if any	
19	Lifts and escalators	
20	Air conditioning work	
21	Street lighting	
22	Feeder pillars	
23	Electric Poles	
24	Bulk services like underground cabling etc.	
25	Substation equipment like transformer, HT&LT panel and DG set	
26	Earthing	
27	Lightening arrester	
28	SCADA system	
29	E&M defects	
30	Workmanship in general	
31	Special technology used, if any	
	Total marks	

Horticulture work

S No	Description	Marks
Quality of components of work		
1	Development of lawns and gardens (general layout, slope for drainage of water)	
2	Tree plantation (general layout, spacing, choice of species)	
3	Plantation of shrubs (general layout, spacing, choice of species)	
4	Hedge/edge/plants (general layout, spacing, choice of species)	
5	Flowerpots/Indoor foliage plants	
6	Irrigation facilities – Sprinkle/drip	
7	Drainage of area	
8	Composting and disposal of organic waste	
9	General health of plants	
10	Pest /insets/disease control measures	
11	Vertical wall/terrace/hanging/water/bog/zen garden	
12	Hydroponics	
13	Automation of garden	
14	Cacti and succulents	
15	Type of plantation, collection of plants, varieties and diversity	

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16	Quality of existing garden features of lawn, trees, shrubs, hedges/edges, etc.	
17	Whether any water logging found in the garden area	
18	Technical proficiency	
19	Horticulture and landscaping	
20	Workmanship in general	
	Total marks	

Notes:

1. Each attribute shall be assessed on maximum marks of 10. Those attributes which are not applicable, will not be considered for calculating marks. Relevant documents and photographs must be attached along with the inspection report.
2. Work with TOR of more than 1 shall not be considered for enlistment. TOR means actual time of execution divided by time of completion stipulated in the agreement plus extended time period without levy of compensation.
3. Inspecting authority may modify the above attributes by addition/deletion depending upon nature of the work being inspected.

Signature of the inspecting officer(s)

(Name, Date & Seal)

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**Annexure-V-1**

*(Refer to Rule 6.3)*

**Form of Banker's Certificate from a Scheduled Bank**

This is to certify that to the best of our knowledge and information Shri/Smt/M/S.....having registered address ....., a customer of our bank, is/are respectable and can be treated as reliable for any engagement up to a limit of Rs..... (Rupees.....). This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

This certificate is issued on the request of Shri/Smt/M/S ..... for obtaining enlistment in DDA in ..... (name of category), in Class.....

(Signature)  
For the Bank

Note:

1. Banker's certificates should be on the letter head of the bank, in sealed cover addressed to Secretary (CRB), DDA.
2. In case of partnership firm, the certificate shall include names of all partners as recorded with the bank.

**Annexure-V-2**

*(Refer to Rule 6.3)*

**Form of Certificate of Annual Turnover on works from Chartered Accountant**

Certified that following is the annual turnover on works of the individual/firm/company as per returns filed with Income Tax Department for the past 3 (three) financial years.

Name and registered address of individual/firm/company: .....  
.....

S. No.	Financial year	Annual turnover on work in Rs. lakhs

Unique Document Identification Number (UDIN) .....

(Signature of Chartered Accountant)  
(Name of Chartered Accountant)  
Membership No. of ICAI  
Date and seal

**Annexure-V-3**

*(Refer to Rule 6.3)*

**Form of Certificate of Net Worth from Chartered Accountant**

It is to certify that as per the audited balance sheet and profit & loss account during the financial year ....., the net worth of Shri/Smt/M/S ..... (Name & Registered Address of individual/firm/company), as on ..... (the date of certificate) is Rs. .... after considering all liabilities. It is further certified that the net worth of the individual/firm/company has not eroded by more than 50% during the last three years ending on 31<sup>st</sup> March \_\_\_\_\_(the relevant years as per Rule 6.3.6)

Unique Document Identification Number (UDIN) .....

**(Signature of Chartered Accountant)**  
**(Name of Chartered Accountant)**  
**Membership No. of ICAI**  
**Date and seal**

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**Annexure-VI**

*(Refer to Rule 9.0)*

**Application for change of name, address, constitution and status (see Rule 6.1), merger and disassociation of enlisted entity**

**(Please fill in the applicable parts and strike out inapplicable parts)**

**Part A**

**Details of enlistment of the exiting entity**

1. Name .....
2. Address .....
- (a) Registered office .....
- (b) Head office .....
3. Contact details .....
- (a) Phone number .....
- (b) Mobile number .....
- (c) e-mail account .....
4. Status (individual/sole proprietorship/partnership firm/limited liability partnership/company) .....
5. Name(s) of the individual/partners/directors of the entity

S. No.	Name	Share	Aadhar Number last four digit only	PAN
1				
2				
3				
4				
5				

6. Category of enlistment .....
7. Class of enlistment .....
8. PAN .....
9. GST Registration number .....

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**Part B**

**Application for change of name, address, constitution and status (see Rule 6.1) of enlisted entity**  
(Give details of the proposed entity)

Prior approval required for: Change of status Yes/No OR Change of constitution Yes/No

1. Name .....
2. Address .....
- (a) Registered office .....
- (b) Head office .....
3. Contact details .....
- (a) Phone number .....
- (b) Mobile number .....
- (c) e-mail account .....
4. Status .....
5. PAN .....
6. Names of the partners/directors of the proposed entity

S. No.	Name	Share	Aadhar Number last four digit only	PAN
1				
2				
3				
4				
5				

7. Is any partner/director of the proposed entity
  - (a) Dismissed government servant : Yes ..... No .....
  - (b) Removed from approved list of contractors : Yes ..... No .....
  - (c) Demoted to a lower class of contractors : Yes ..... No .....
  - (d) Having business banned/suspended by any government organization in the past : Yes ..... No .....
  - (e) Convicted by a court of law : Yes ..... No .....
  - (f) Retired official from Government of India within last one year : Yes ..... No .....
  - (g) Director or partner of any other company/firm enlisted with DDA or any other organization : Yes ..... No .....
  - (h) Member of Parliament or any State Legislative Assembly : Yes ..... No .....

If answer to any of the above is yes, furnish details on a separate sheet.

8. (a) Name of the person holding power of attorney (if any) .....
- (b) Nationality .....
- (c) Liabilities (if any) .....
9. (a) Name of the bank .....
- (b) Phone number .....
- (c) e-mail account .....



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10. (a) Is any person working with the applicant a near relative of DDA official (See Rule 10.0)  
(b) If yes, give details (name, designation, PIMS ID)
11. Certificates (strike out whichever is not applicable):  
(a) I/We (including all partners) certify that I/we have read the Rules for Enlistment of Contractors in DDA as amended up to date and shall abide by them.  
(b) I/We certify that the information given above is true to the best of my/our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.  
(c) I/We certify that  
(i) I/none of the partners/directors have retired from Government service during the last one year.  
(ii) I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.

Signature(s) of applicant(s):

In case of partnership firm or limited liability partnership or company all partners or either all Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

S. No.	Name	Address	Mobile number	Aadhar Number last four digit only	PAN	Signature	Date

List of documents:

- (a) To be submitted along with application for prior approval  
(i) Copy of proposed partnership deed/proposed memorandum of articles, duly signed.  
(ii) An affidavit sworn before a First Class Magistrate by all the partners/directors to the effect that the new entity shall take over all the assets and liabilities of the existing entity.  
(iii) Consent of retiring partners/death certificate of partner.
- (b) To be submitted after obtaining prior approval of the enlistment authority.  
(i) Copy of registered partnership deed/memorandum of articles.  
(ii) Certificate from the banker indicating new status or constitution.  
(iii) Acknowledgment from the Income Tax and GST Departments for having noted the change.

**Part C**

**Application for prior approval for change in the name of an entity**

1. Name as per enlistment order .....
2. Proposed name .....

List of documents

- (a) To be submitted along with application for prior approval None
- (b) To be submitted after obtaining prior approval of the enlistment authority.
  - (i) An affidavit sworn before a First Class Magistrate by the individual/all the partners or directors to the effect that the entity has changed its name from ..... to .....
  - (ii) Copy of registered partnership deed/memorandum of articles with the new name.
  - (iii) Acknowledgment from the banker for having noted the change in name.
  - (iv) Acknowledgment from the Income Tax and GST Department for having noted the change in name.

Signature(s) of applicant(s):

In the following table in case of partnership firm or limited liability partnership or company all partners or either all Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

S. No.	Name	Address	Mobile number	Signature	Date
1					
2					
3					
4					
5					

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Annexure-VII  
(Refer to Rule 6.8)

Criteria for evaluation of contractors' performance for enlistment

**Name of the applicant:**

Category:

Class:

S No	Parameter and evaluation criteria	Maximum marks	Marks obtained
1	<b>Work experience</b> 18 marks for minimum eligible value 30 marks for twice the minimum eligible value or more Marks for intermediate values shall be determined by straight line variation	30	
2	<b>Contract performance</b> 30 marks for completion of work without litigation 18 marks for completion of work with litigation Zero mark for rescission of contract	30	
3	<b>Time over Run</b> TOR= Actual time for completion/stipulated period of completion of work plus extended time period without levy of compensation. In case, levy of compensation is not decided, extended time period without levy of compensation shall be nil. 10 marks if $TOR \leq 0.8$ 8 marks if $0.8 > TOR < 1$ 6 marks if TOR is = 1 Zero mark if TOR is $> 1$	10	
4	<b>Quality of completed works</b>	30	

Notes:

1. If the work experience consists of more than one completed works, the marks under each parameter shall be worked out separately for each work, and average marks shall be considered for final evaluation.
2. The eligibility criteria for enlistment shall be minimum 60% marks in each parameter and minimum 70% marks overall.
3. Work in which compensation is levied for delayed completion is not acceptable for enlistment.
4. Work in which EOT case is not decided is not acceptable.

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Annexure-VIII

(Refer to Rule 6.1.6 & 6.1.8)

Affidavit of Engineers/Architects/Horticulturist/Agriculturist

(To be executed on Rs. 10 Non-Judicial Stamp Paper before the Executive Magistrate/First Class Magistrate/Notary)

I ..... (Name of the applicant) age ..... years resident of ..... (Postal address of the applicant) do hereby solemnly affirm and declare as under:-

1. I am a Citizen of India.
2. That I am a graduate in ..... (name of stream) from the ..... (Full name and address of institution). I have completed my degree in the year .....
- Or
3. That I am a diploma holder in ..... (name of stream) from the ..... (Full name and address of institution). I have completed my diploma in the year .....
4. That I am executing this affidavit for purpose of applying for enlistment as contractor with DDA in Class ....., category .....
5. My details are as follows:
  - i. PAN Number
  - ii. Aadhaar card number
  - iii. GST registration number
6. Income Certificate issued by State Government ..... is attached.
7. Form 16/16A and 26AS is not issued as I don't have taxable income.  
Or  
Self-attested photocopy of my Form 16/16A & 26AS are enclosed.
8. My annual income in last financial year has not exceeded Rs. 4 lakh per year.
9. That I am not employed in any Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body.

(Signature of the applicant)  
Deponent

VERIFICATION:

Verified at \_\_\_\_\_ on \_\_\_\_\_ that the contents of above affidavit are true and correct to the best of my knowledge and nothing is concealed therein.

(Signature of the applicant)  
Deponent

Attested/Sworn in my presence.  
(Executive Magistrate/First Class Magistrate/Notary)

Note: Strike out whichever is not applicable.

**GUIDELINES FOR DEPARTMENTAL OFFICERS FOR ENLISTMENT OF CONTRACTORS  
(As per DDA 2022)**

**1.0 General**

The enlistment of contractors in various classes and categories shall be regulated as per Enlistment Rules, 2022 unless otherwise stated in these Rules.

**2.0 Horticulture category.**

Nursery category had been merged with Horticulture category. There is no need to re-issue enlistment order for such re-named and merged categories until their original validity.

**3.0 Inspection team for DDA outside works**

**3.1 Inspection teams**

The eligible completed and ongoing works of the applicant shall be inspected by a team consisting of DDA officers who have jurisdiction over the area where the site of work is located. They shall inspect the works and furnish the report on quality of work and performance of the contractor within 21 days of the request received from the enlistment authority. The composition of inspection team is given below.

**For Class I & II (All Categories)**

- \* CE(SEZ) for South East Zone, Noida, Grater Noida & Faridabad and other locations as per requirement.
- \* CE(NZ) for North Zone & Ghaziabad and other locations as per requirement.
- \* CE(Narela) for Narela Zone & Sonipat & Panipat and other locations as per requirement.
- \* CE(Rohini) for Rohini Zone, Rohtak and other locations as per requirement.
- \* CE(DWK) for Dwarka Zone, Gurgaon and other locations as per requirement.
- \* CE(Horticulture) for Horticulture Civil Works and other locations as per requirement.
- \* CE(Sports) for Sports related Civil Works and other locations as per requirement.
- \* CE(Projects) for Projects related Civil Works and other locations as per requirement.
- \* Director (Horticulture) North West for North West Zone of Horticulture, Bahadurgarh, Rohtak & Gurgaon and other locations as per requirement.
- \* Director (Horticulture) South East for South East Zone of Horticulture, Ghaziabad, Noida, Grater Noida & Faridabad and other locations as per requirement.

***To be nominated by Chairman (CRB)***

**For Class- III (All Categories)**

SE(Civil), SE(Electrical) and Director (Horticulture)

***To be nominated by Secretary (CRB)***

**For Class IV & V (All Categories)**

EE (Civil), EE(Electrical) & Dy. Director(Horticulture)

***To be nominated by Secretary (CRB)***

Note: All arrangements of inspection shall be made by the contractor to get the inspection carried out by the inspection officer nominated by Competent Authority including To & Fro charges by any mode of conveyance. Nothing shall be payable to the inspecting officer and the agency on this account by DDA.

**3.2 Inspection Reports**

- (a) The inspection team shall inspect the site and submit the inspection report to the Contractor’s Registration Board, DDA. It shall make categorical comments and recommendations in the prescribed format (Annexure-IV).
- (b) Inspecting officers will also ascertain from the copy of agreement, architectural/structural drawings, and other documents like Form 16A (Tax Deducted at Source by Client) and/or Form 26AS (Annual Tax Statement for applicant’s PAN) that the work being inspected has actually been done by the applicant contractor.
- (c) It will be obligatory on the part of inspecting officer to send the inspection report to Contractor’s Registration Board, DDA immediately, but not later than 21 days of the request received from the Contractor’s Registration Board, DDA.
- (d) Scanned copy of inspection report can be submitted to Contractor’s Registration Board, DDA.

**4.0 Advisory Committee**

The advisory committee shall assist the enlistment authority in scrutinizing the cases, evaluate performance reports of contractors, inspection reports of DDA officers, and make recommendations regarding eligibility of the contractor for enlistment. The Member Secretary shall carryout all the documentation/correspondence with the applicants, bank, Chartered Accountant, different departments, etc. Its composition is given below.

Class & Categories	Enlistment Authority	
	Enlistment Approving Officer	Advisory Committee (CRB)
<b>a) Class I, &amp; II for all categories</b>	<b>EM, DDA</b>	<b>Chairman (CRB) - In chair Chief Engineer (Rohini Zone) – Member Superintending Engineer(Electrical) North Zone – Member Director(Horticulture)South East – Member Secretary(CRB) – Member Secretary</b>
<b>b) Class III, IV &amp; V for all categories</b>	<b>Chairman(CRB)</b>	<b>Secretary (CRB) - In chair Superintending Engineer(HQ) North Zone – Member Executive Engineer (Electrical) Electrical Division-2 - Member Dy. Director(Horticulture) Horticulture Division-7 - Member Assistant Engineer(CRB) – Member Secretary</b>

**5.0 Scrutiny of cases**

- 5.0.1 As soon as an application is received from the contractor for enlistment, it should be scrutinized and if some document/information is missing, the applicant shall be intimated of the deficiencies within 15 days. In the event of no response or incomplete response within 15 days of the issue of the letter by the Contractor’s Registration Board, DDA seeking any clarification and/or document, the application will be rejected. If all the documents are complete, an acknowledgment shall be issued to the contractor within 15 days of receipt of complete application. Application received without the prescribed processing fee shall be processed for rejection within 15 days of receipt of application. The enlistment process shall be completed maximum within 3 months of the receipt of application.

**5.0.2 Special Performance report applicable for enlistment in Class-I category.**

The member secretary shall seek special performance report with minimum notice period of 30 days for enlistment applications which pass in the initial scrutiny as per para 5.0.1 above. In case applicant has submitted completed works of other departments then member secretary shall also seek report from designated officers as in Rule 6.8 regarding non-responsiveness of applicant during the defect liability period or execution of sub-standard work or failing to execute completed works satisfactorily during the period of last two years from the date of submission of application. Designated officers as mentioned in Rule-6.8 may send the report in narrative or any format for completed works. Special Performance report received from designated officers shall be considered for enlistment of the applicant. Designated officers shall mention in their report whether enlistment is recommended or not.

The enlistment process shall be completed within 4 months of the receipt of complete documents.

**6.0 Change in status, constitution and name of enlisted entities**

The prior approval for change of status, constitution and name of enlisted entities shall be issued by the Contractor's Registration Board within 60 days from the date of receipt of request from the contractor provided the requisite documents as per Annexure-VI are in order. Similarly, the order accepting the change of status or constitution or name shall be issued by the Secy. (CRB) Contractor's Registration Board within 60 days from date of receipt of the application provided requisite documents as per Annexure-VI are in order.

**7.0 Register of enlisted contractors**

The Contractor's Registration Board, DDA shall maintain register showing the enlistment of various contractors in different classes and categories. Whenever contractors are demoted, temporarily suspended, or removed from the list of approved contractors, a remark shall be made in the register against the contractors concerned. The Contractor's Registration Board, DDA must ensure to fill up details of enlisted/suspended contractors on the DDA website.

Each Division, Circle and Zonal Office should maintain a register for circulars imposing penalty of one kind or the other on the contractors in the following format.

1. Serial Number
2. Name of the Contractor.
3. Category and Class of Registration.
4. Warnings issued.
5. Suspension of business for ..... years.
6. Demoted from Class ..... to Class ..... .
7. Enlistment cancelled.
8. No. & Date of Office Circular.
9. Remarks

**8.0 Enlistment/rejection orders**

The enlistment/rejection of application shall be uploaded on the DDA website by Member Secretary. Enlistment/debarment order must also be uploaded in the list of contractors in DDA website by Member Secretary. Hard copy must not be sent to the contractor by speed-post. Hard copies of orders shall not be sent to higher offices.