

DELHI DEVELOPMENT AUTHORITY

NO:EM11(10)/03/98/20

Dated: 24/5/89

C I R C U L A R No. 257.

SUB:- ~~Completion of houses/handing over~~ the allottees.

1. The present practice is to complete 90% related activities of the houses and issue completion information to the Housing for allotment. As and when the allottees come, we get the remaining work done. In this process the completion is not reaching a final stage. The contractor is never feeling the seriousness of the completion. The engineers also are not ensuring the necessity for completing the work. Therefore, the bills are also getting delayed and arbitration cases increasing.
2. Of particular importance is the fact that since the, even viz a total completion is never felt or taken seriously either by the engineers or by the contractor, defects are continuing and allottees are put to trouble. Therefore, the following practice should be followed hereafter with immediate effect. The CEs should give instruction for all work- civil, electrical & development work.
3. The completion date, as given in the contract, should be strictly adhered to. If the date of completion is nearing completion but work is not completed, it is necessary for the Executive Engineer to indicate to the contractor that time is still essence of the contract but extension is being given provisionally requesting the contractor to reduce the delay and manage the remaining work most expeditiously by the extended date.
4. The completion date should be firm and all the work should be completed and the date of completion recorded by the EE/SE. If the EE is satisfied with the date of completion, he should record it and inform the SE also in writing for his report of completion expeditiously.

5. The completion would automatically mean the total completion of all the works and satisfactory removal of materials as per relevant contract clauses. Of special importance is the satisfactory completion of the services namely the water supply line, sewage line, the storm water, drainage the electrical wiring etc. in and outside the building. All these services comprising of the material and the work job like pipes, pipe installation, fittings, fitting installation, drainage water pipe etc. shall be tested to the required extent as per the mandatory tests (field and laboratory) and recorded. This automatically forms a part of the work.

6. The EE need not wait for the allottees to turn up for getting the work completed by the contractor. They should complete the work without waiting for the allottees. They should fix up separate agencies for watch & ward of these houses, if needed. The normal defects, if any, have to be taken care of and the contractor asked to rectify in case defect liability period still continues. There should be a mechanism by which we know whether any particular defect is brought to our notice by any allottee within 6 months of the date of possession or not. In case a particular allottee turns up much later and we still have to put any coat of colour wash etc., we may do separately by way of small work order. The procedure of testing should be made regular and all the tests necessary for these services installation should be recorded and seen by the JE, AE & Ex. Engineer. This register should be seen by these officers atleast once in a month and there should be one register maintained for each of the works costing more than Rs.4 lacs. It is for the EE to see that these registers are maintained and seen by him also atleast once a month.

7. The following additional action is to be taken by the CEs. Apart from the normal test done as a part of the work by the EEs or by a team of his officers, EE should constitute a small technical team in the Quality Control Wing, which is with each CE. This team should check up atleast  $2\frac{1}{2}\%$  of the

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housing stock of each contractor's work more than Rs.4 lacs and they should independently check up especially the installation of all the services. This team will report directly to CE. This team should invariably check the work within three months after the completion certificate signed by the EC. The CE is to take a decision on this report of services. The ECs, however, need not wait for this certificate for completing their final bills etc. These are parallel actions and are supposed to be independently checked. These instructions are given in the interest of ensuring the total completion of work, finalisation of bills and also to ensure a proper documentation and additional check of the services- water supply, sanitary system, drainage water supply etc. This Special Team may or may not go into any other test check- as ordered by CE. I am to request the CEs to issue instructions and confirm to me that these are being put into practice with immediate. Wide publicity may be given to this circular. If any additional points are to be covered, the CEs may seek instruction but not delay issue of appropriate instructions conveying the gist of the circular.

*V.S. Nurti*  
 (V.S. NURTI) 17/5/89  
 ENGINEER MEMBER

Copy to:-

- 1. All the CEs.
- 2. CE(Design).
- 3. CE(Quality Control)
- 4. G.M.(ISDT)

With 25 spare copies for circulation to SAs & AAs under them.

ECI