

**DELHI DEVELOPMENT AUTHORITY**  
**E.M.'S OFFICE**

No.EM1 (10)2007/Cir. (Hort.) / DDA/ 2842

Dated: 23.9.09

**CIRCULAR No. 638**

**Sub: Maintenance of Civil/Electrical works in Parks & Greens under the jurisdiction of Horticulture Wing, DDA.**

In a review meeting taken by VC, DDA on 07.09.2009 where CAO was also present, Dir.(Hort.) explained the difficulties faced by him in attending day to day maintenance works. During the meeting, it was emphasized that unless yearly ceiling for execution of electrical & civil works as brought out in Circular No.635 dt: 20.04.09 is raised, the desired results cannot be achieved. After due deliberations, VC, DDA agreed with the proposal for enhancing financial powers for carrying out minor Civil & Electrical maintenance works to be carried out by Horticulture Wing. Following enhanced powers to Dy.Directors (Hort.) are in supercession of earlier Circular No.635 dt: 20.04.09 issued in this regard:

1. For carrying out civil work, the financial limit shall be Rs.50 lacs per annum per division subject to the condition that individual tender to be kept maximum amounting to Rs.1.00 lac only.
2. For carrying out electrical works, the financial limit shall be Rs.25 lacs per annum per division subject to the condition that individual tender to be kept maximum amounting to Rs.1.00 lac only.
3. The electricity consumption bills due to be paid to DISCOMS shall be exclusive of Rs.25 lacs limit per division. Concerned Horticulture Staff shall enter the same in the Measurement Book and submit to the concerned Electrical Division for payment.
4. Supply of the fixture and fittings like bulb, holders, plugs, CFLs etc. shall be procured by a Nodal Officer to be designated by the Chief Engineer (Elect.) who shall issue these items to each Dy. Dir.(Hort.) as per their requirement.
5. Any capital or major work costing more than Rs.1.00 lac shall be executed by respective civil or electrical division as the case may be.
6. The maintenance works (Civil & Electrical) to be carried out by Horticulture Division in the park being maintained by them is as per Annexure-A attached.

The above enhanced delegation of power shall be operative with immediate effect & shall be reviewed after close of financial year 2009-10.

This issues with the approval of Vice-Chairman, DDA.

  
(Er. R.K. Agrawal)  
CHIEF ENGINEER (HQ)

Contd.....on P2

Copy to:

1. Principal Commissioner, Principal Commissioner(LM, Housing & Housing), Principal Commissioner (CWG) and Principal Commissioner-cum-Secretary.
2. All Chief Engineers i/c. CE (QAC, Design, Electrical& HQ).
3. Chief Vigilance Officer.
4. Commissioner (Plg.)
5. Chief Architect.
6. Chief Accounts Officer.
7. Director (MM).
8. Project Manager (Flyover).
9. Director (Works), Director (Sports) & Director (PR).
10. Director (LS) and Director (Hort.)-North & South
11. Dy. CAO (Plan), DDA.
11. Hindi Officer for Hindi version.

Copy also forwarded to:

- a. Sr. PS to VC for kind information of the latter.
- c. Sr. PS to FM for kind information of the latter.
- b. Dy. Dir. to EM for kind information of the latter.



**Chief Engineer (HQ)**

ANNEXURE - A

Civil & Electrical works to be carried out in DDA Parks/Greens

Electrical Works:

1. Change of Electrical bulbs
2. Change of MCBs
3. Minor repairs of Electrical circuits
4. Minor repairs to Electrical Pumps/Motors

Civil Works:

1. Repair of boundary walls to check closer of unauthorized passages
2. Fixing of grills
3. Repair of bajri path
4. Repair of pacca path
5. Repair rain shelters
6. Repair of broken GI Pipes
7. Checking of leakages

Sd/-  
Director(Works)  
D.D.A.