

**DELHI JAL BOARD : GOVT. OF NCT OF DELHI**  
**OFFICE OF THE MEMBER (WS)**  
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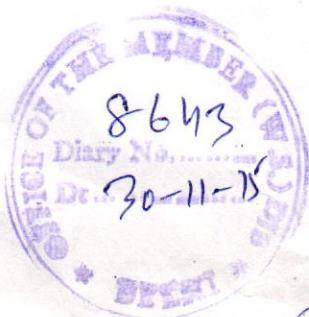
**Subject: Standard operating practices for execution of work.**

DJB carries out various works of water and sewerage infrastructure i.e. construction of water and sewerage treatment plants, water and waste water pumping stations, laying of water and sewer lines and allied works. Some of the works are executed within confined boundary walls. But, water and sewer lines are laid in public areas in dense habitation, congested lanes and heavy traffic conditions etc. It is generally observed that after taking permissions to carry out the works, the work is taken up in haphazard manner and many times the roads/ streets are dug for laying of water and sewer lines without assessment of the available resources resulting into disruption of movement of public in those streets which are dug and left unguarded for many days without laying of pipes. Besides, heaps of building material and pipes also obstruct movement of vehicles and pedestrians. As per the provisions in the contract agreements, Bar chart / PERT chart must be prepared before carrying out the work. It is also as per the best management practice and the part of the project management which provides duration of activities to be accomplished, requirement of resources like men, material and machines. But due to lack of resources, the work is not carried out as per the bar chart leading to inconvenience to the public, criticism and bad name to the department.

In continuation to the instructions/ guidelines already circulated, the following instructions are hereby circulated for strict compliance in different stage of the projects:

**A. Preconstruction:**

1. All the permissions required for carrying out a particular work should be listed out at the time of preparation of the estimate.
2. All the authorities should be requested to accord the permission in anticipation of start of work when the estimate is sanctioned





3. The work order will be issued only after obtaining permissions.
4. Before execution of work the CPM/PERT /Bar chart shall be prepared by the agency in consultation with Executive Engineer along with assessment of resources required to complete the work in scheduled period of time as incorporated in the work order.
5. Location of site office, stacking of building material, parking of machines shall be identified in advance in such a way that least inconvenience is caused to the residents nearby and must be in a covered space and isolated from the public (like Delhi Metro digging sites).
6. After assessment of the resources, the work will be taken up in the particular single stretch and the residents likely to be affected shall be intimated at least one week in advance.
7. The space where excavated earth is to be placed should be identified in advance, and should normally be away from the site.

**B. During Execution:**

8. In the congested lanes, the excavated earth should not be stacked in the street. It should be taken '**nearby wider space**' and stacked. The trench should be properly barricaded from all sides as per the specifications provided in the Contract Agreement. The display board showing name of the work, likely date of completion, name and telephone numbers of the agency, concerned JE/AE/EE should be displayed on the board to be fixed at prominent places. Precaution boards should be fixed at the required locations which should be clearly visible from distance.
9. Blinking red light should also be provided on either side of the trench which should run during night hours.
10. To avoid unforeseen mishap the concerned authorities / department should be intimated 15 days in advance about execution of works so that the existing services i.e. MTNL cables, power cables and gas pipe lines, if any, are protected and supported in consultation with the respective authorities.
11. Any services damaged during execution of work must be restored on the same day before closing the work.
12. After taking up the work in a particular stretch, the work should be completed within stipulated time period and the site should be properly cleaned and made traffic worthy for proper movement of the vehicles and pedestrians. The photographs of the



restored stretch are to be maintained in the record and also communicated to road owning agency.

13. Only after completing the work in a particular stretch the next stretch will be provided to the agency after following above steps. The information about the schedule of completion of the work and the detailed information about the quantity to be executed should also be provided to the public representative and display on the **DJB website** to ensure transparency in carrying out the work.

**C. Post Construction:**

14. After completion of the work, entire surplus building material, malba and earth will be cleaned from the site and taken away by the agency. It is to be noted that no building material / malba / earth will be kept inside the barricaded enclosure.
15. The streets/ roads cut for the work should be again neatly dressed and made traffic worthy by proper dressing and labeling, if RR charges have been paid to the road owning agencies. The road owning agency shall be informed about completion of the work and hand over the site for taking up road restoration work. If road has to be restored by Delhi Jal Board, the same shall be restored by the agency in a phased manner just after completion of the work in stretches to avoid inconvenience to the public.
16. The agency will also remove Labour hutments and site store within 15 days of completion of the work.
17. The concerned Executive Engineer will record a certificate that site has been cleaned from all malba, surplus earth & building material, labour hutments and site store.
18. The completion plan will be submitted to Mapping cell for integrating on GIS map, only thereafter the final payment will be done against the work.

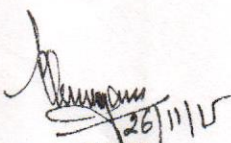
Failure to comply with the above instructions will be viewed seriously and action will be taken against the erring officer/officials.

Sd/-  
**Member (WS)**

**All Executive Engineers**

Copy for information to:

1. C.E.O.
2. Member (Dr)/(A)/(F)
3. All Chief Engineers
4. All Suptdg. Engineers

  
**Member (WS)**