

**REVENUE DEPARTMENT
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
5, SHAM NATH MARG, DELHI-110054.
Tele No.23965184.**

No.F.1 (447)/CTB/HQ/ Maintenance/HK/14/6/42

Dated: 28/10/2014

To,

*The District Magistrate,
All Revenue District,
Delhi/ New Delhi.*

Sub: Regarding House Keeping, Operation and Maintenance of e-SR offices.

Madam/ Sir,

It is informed that the issue mentioned in the subject matter was deliberated in the meeting held under the Chairmanship of Principal Secretary cum Divisional Commissioner, Delhi on 04/07/2014 & copy of minutes have already been circulated to all the DMs. However, a copy is again enclosed for ready reference. The Chief Engineer DTTDC informed in the said meeting that the housekeeping and maintenance work respect of e- SR offices, is being carried out on the pattern of Vigyan Bhawan and are earned out on deposit work basis.

The following important decisions were also taken in that regard:

1. Divisional Commissioner directed the DTTDC to check the items of civil/electric/IT where the warranty has already been given by the company, and such warranty may be extended up to 05 years in the consultation/ any scheme of the company, if any. For the remaining other items, DTTDC will enter into comprehensive maintenance contracts for all Electrical, HVAC and IT equipments. The copy of these contracts shall be given to the concerned DM and they will release/ reimburse the amount as per contract to DTTDC.
2. It was desired that for effective reporting and mitigation of operation and maintenance related issues, a detailed chart indicating name & contact numbers of various responsible persons responsible for maintenance & operation is to be prepared. CE, DTTDC assured that this would be prepared and made available for onwards circulation to various SRs by 07/07/2014. DTTDC informed that a detailed Comprehensive Maintenance Contracts (CMC) for all completed SR offices for HVAC, IT Works/support, DG set, RO system & Photocopier for a period of 5years are being called for and a summary of the same will be submitted separately for approval of the Divisional Commissioner.
3. Divisional Commissioner directed the System Analyst to prepare a web- portal so that, complaint lodged by any officer will be monitored by all the authorities. He further directed that all the concerned officers of DTTDC & District be integrated in that portal. SR be made the Nodal Officer for maintenance of that building so that in case of non functional of any equipments etc., SRs shall be held accountable if no complaint is lodged by them. Similarly, DTTDC shall also appoint its one officer as Nodal officer & he will be held accountable for the complaint is not attended to.

4. Divisional Commissioner directed all DMs to examine and issue A/A & E/S for all the house-keeping, and maintenance works based on estimates submitted by DTTDC without any further delay. It was also decided that admissible advance as per CPWD manual, which is $33\frac{1}{3}\%$ may also be released. The departmental charges may also be restricted to 3% in case of maintenance of e-SR office.

In this regard it is stated that all the H.O.Ds/ D.Ms have been delegated the financial power for incurring the expenditure up to Rs. 2.00 Crore for the Capital works. In view of above, it is requested that the Housekeeping and Maintenance related work regarding the e-SR offices may be carried out/ dealt at their own level, in accordance with the guidelines issued in the referred minutes.

This issue with the approval of Divisional Commissioner, Delhi.



(Lalit Mohan)
S.D.M.-II (HQ)

File No.: 1(447)/CTB/HQ/Maintenance/ 6142

Dated:- 28/10/2014

Copy to:

1. Mr. Jose Kurian, DTTDC, Chief Engineer, 18, DDA, S.C.O. Complex, Defence Colony, New Delhi-110024.
- ✓ 2. Analyst, Revenue Department, Delhi for uploading it on the website, for information of all concerned.
3. DCA, Revenue Department, Delhi.
4. P. S. to Pr. Secretary (Revenue), 5, Sham Nath Marg, Delhi.
5. PA to ADM (HQ), 5- Sham Nath Marg, Delhi.



(Lalit Mohan)
S.D.M.-II (HQ)