

MANUAL-V

EE (ROADS-I) DIVISION

**Rules, regulations, instructions, manuals and records for discharging functions
in R-I Division (Civil)
[Section 4(1)(b)(v)]**

List of regulations, instructions, manuals and records.

S. No	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications.
1.	NDMC Act, 1994 and bye-laws framed there under	Rules & Regulations governing entire functions of New Delhi Municipal Council		Available with Director (PR), NDMC and at various book shops including Govt. outlets
2.	CPWD Works manual, 2007	Guidelines for preparing estimates/ NIT/ Tenders including calling and finalization thereof, and for maintaining various records related to stores/ execution of works etc.		Available at website www.cpwd.gov.in and Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
3.	Delhi Schedule of Rates, 2007	Items with Rate for execution of work		Available at website www.cpwd.gov.in and Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
4.	C.P.W.D. specifications	Tech specification to be followed		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
5.	Delhi Analysis of Rates 2007	Method of calculation of Rates		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt.
6.	CPWD 'A' Code	Accounts Code		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
7.	CPWD 'D' Code	Departmental code		Available at Book Shop at Nirman Bhawan, New Delhi and at

				various book shops including Govt. outlets
8.	CPHEEO Manual	Specifications/ regulation for sewer works		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
9.	Guidelines issued by NHRC	Mandatory instructions/ directions regarding cleaning/laying sewer lines		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
10.	General Finance Rules	Governing financial matters		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
11.	Financial Rules and Supplementary Rules	Governing financial matters		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
12.	LTC Rules	Governing matters related to travels with prior sanctioned of leaves		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt.
13.	TA/DA Rules	Governing matters related to travelling allowances		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt.outlets
14.	OTA Rules	Governing matters related to sanctioning of Over Time		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt.outlets
15.	CCS (Conduct) Rules, 1964	Governing matters related to conduct of Govt. servants		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
16.	CCS (CCA) Rules, 1965	Governing matters related to appeal/ disciplinary matters		Available at Book Shop at Nirman Bhawan, New Delhi and at various book

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MANUAL-V EE (ROADS-II) DIVISION

**Rules, regulations, instructions, manuals and records for discharging functions
in R-I Division (Civil)
[Section 4(1)(b)(v)]**

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2.	CPWD Works manual, 2007	Guidelines for preparing estimates/ NIT/ Tenders including calling and finalization thereof, and for maintaining various records related to stores/ execution of works etc.		Available at website www.cpwd.gov.in and Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
3.	Delhi Schedule of Rates, 2007	Items with Rate for execution of work		Available at website www.cpwd.gov.in and Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
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11.	Financial Rules and Supplementary Rules	Governing financial matters		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
12.	LTC Rules	Governing matters related to travels with prior sanctioned of leaves		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
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15.	CCS (Conduct) Rules, 1964	Governing matters related to conduct of Govt. servants		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets

16.	CCS (CCA) Rules, 1965	Governing matters related to appeal/disciplinary matters		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
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MANUAL-V EE (ROADS-III) DIVISION

**Rules, regulations, instructions, manuals and records for discharging functions
in R-I Division (Civil)
[Section 4(1)(b)(v)]**

List of regulations, instructions, manuals and records.

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1.	NDMC Act, 1994 and bye-laws framed there under	Rules & Regulations governing entire functions of New Delhi Municipal Council		Available with Director (PR), NDMC and at various book shops including Govt. outlets
2.	CPWD Works manual, 2007	Guidelines for preparing estimates/ NIT/ Tenders including calling and finalization thereof, and for maintaining various records related to stores/ execution of works etc.		Available at website www.cpwd.gov.in and Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
3.	Delhi Schedule of Rates, 2007	Items with Rate for execution of work		Available at website www.cpwd.gov.in and Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
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5.	Delhi Analysis of Rates 2007	Method of calculation of Rates		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt.
6.	CPWD 'A' Code	Accounts Code		Available at Book Shop at

				Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
7.	CPWD 'D' Code	Departmental code		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
8.	CPHEEO Manual	Specifications/ regulation for sewer works		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
9.	Guidelines issued by NHRC	Mandatory instructions/ directions regarding cleaning/laying sewer lines		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
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MANUAL-V EE (ROADS-IV) DIVISION

**Rules, regulations, instructions, manuals and records for discharging functions
in R-I Division (Civil)
[Section 4(1)(b)(v)]**

List of regulations, instructions, manuals and records.

S. No	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications.
1.	NDMC Act, 1994 and bye-laws framed there under	Rules & Regulations governing entire functions of New Delhi Municipal Council		Available with Director (PR), NDMC and at various book shops including Govt. outlets
2.	CPWD Works manual, 2007	Guidelines for preparing estimates/ NIT/ Tenders including calling and finalization thereof, and for maintaining various records related to stores/ execution of works etc.		Available at website www.cpwd.gov.in and Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
3.	Delhi Schedule of Rates, 2007	Items with Rate for execution of work		Available at website www.cpwd.gov.in and Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
4.	C.P.W.D. specifications	Tech specification to be followed		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
5.	Delhi Analysis of Rates 2007	Method of calculation of Rates		Available at Book Shop at Nirman Bhawan, New Delhi and at various book

				shops including Govt.
6.	CPWD 'A' Code	Accounts Code		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
7.	CPWD 'D' Code	Departmental code		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
8.	Guidelines issued by NHRC	Mandatory instructions/ directions regarding cleaning/laying sewer lines		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
9.	General Finance Rules	Governing financial matters		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
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12.	TA/DA Rules	Governing matters related to travelling allowances		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt.outlets
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14.	CCS (Conduct) Rules, 1964	Governing matters related to conduct of Govt. servants		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including

				Govt. outlets
15.	CCS (CCA) Rules, 1965	Governing matters related to appeal/disciplinary matters		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets

MANUAL-V EE (ROADS-V) DIVISION

**Rules, regulations, instructions, manuals and records for discharging functions
in R-I Division (Civil)
[Section 4(1)(b)(v)]**

List of regulations, instructions, manuals and records.

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1.	NDMC Act, 1994 and bye-laws framed there under	Rules & Regulations governing entire functions of New Delhi Municipal Council		Available with Director (PR), NDMC and at various book shops including Govt. outlets
2.	CPWD Works manual, 2007	Guidelines for preparing estimates/ NIT/ Tenders including calling and finalization thereof, and for maintaining various records related to stores/ execution of works etc.		Available at website www.cpwd.gov.in and Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
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5.	Delhi Analysis of Rates 2007	Method of calculation of Rates		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt.
6.	CPWD 'A' Code	Accounts Code		Available at Book

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7.	CPWD 'D' Code	Departmental code		Available at Book Shop at Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
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15.	CCS (Conduct) Rules, 1964	Governing matters related to conduct		Available at Book Shop at

		of Govt. servants		Nirman Bhawan, New Delhi and at various book shops including Govt. outlets
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MANUAL-V EE(CP) PROJECT

Rules, regulations, instructions, manuals and records for discharging functions (Section 4(1)(b) (v))

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its function.

List of regulations, instructions, manuals and records.

S. No	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications.
1.	NDMC Act, 1994	All relevant Acts with details		Rs.150/-
2.	CPWD Manual of work Vol.-II	Works		Rs.300/-
3.	CPWD Specifications, Vol. I to VI	Specifications of items of DSR		
4.	CPWD DAR,s Vol. I to VI	Analysis of items of DSR		
5.	General Finance Rules			
6.	LTC Rules			
7.	TA/DA Rules			
8.	OTA Rules			
9.	CCS Conduct Rules			

MANUAL-V EE (SWACHTA DIVISION)

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS. [SECTION 4 (1) (B) (V)]

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

List of regulations, instructions, manuals, records

S. No	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications.
1.	Municipal Act	All relevant Acts with details		Rs.150/-
2.	Central Govt. Rules and Regulations	Works		Rs.300/-
3.	C.P.W.D Manual	I & II	2002	Rs. 600/-
4.	C.P.W.D Specification	Vol. I to VII	1997	
5.	C.P.W.D		D.S.R 2002	Rs. 300/-
6.	C.P.W.D	Vol. I to VII	D.A.R 1997	Rs. 1000/-
7.	Ministry of Surface Transport Specifications for Road and Bridge works	1995		Rs. 600/-
8.	I.R.C Specifications	(Reprinted 2000)		
9.	I.S Codes			
10.	C.R.R.I. recommendations			

MANUAL-V (ROAD CUTTING) DIVISION

**Rules, regulations, instructions, manuals and records for discharging functions
in Road cutting Division (Civil)
[Section 4(1)(b)(v)]**

"Revision of Road Restoration Charges and Terms & Conditions for NDMC area as per Indian Telegraph Right of way Rule-2016", Circular No.D/17/AO (W-I)/2021 dt.19.01.2021 and Corrigendum No. D/E-Receipt NO.663055/AO (W-I)/2022 dt.22.03.2022.

Road cut permission has been issued as per the approval Policy of NDMC which issued as per details below:-

**NEW DELHI MUNICIPAL COUNCIL
OFFICE OF THE ACCOUNTS OFFICER (WORKS-I)
ROOM NO 1520, (15TH FLOOR)
PALIKA KENDRA: NEW DELHI**

No. D/ 17/AO (W-I)/2021

Dated: 19.01.2021

Subject: - Revision of Road Restoration Charges and Terms & Conditions for NDMC area as per Indian Telegraph Right of Way Rule-2016.

With the approval of Competent Authority, RR Charges and Terms & Conditions for NDMC area has been revised as under:

1. Every application for seeking road cut permission, shall be accompanied the administrative fees @Rs.1000/- per Km for examination of application.

2. Road Restoration Charges:

The revised Road Restoration Charges approved by competent authority are as follows:-

	Description of Item	Unit	Rates (in Rs.)
1.	Bituminous Concrete Surface	Sqm	4,430/-
2.	Chequered tiles/RCC Slab/ CC Slab on walkway/Footpaths etc.	Sqm	2,660/-
3.	Red/White sand stone on footpath/walkway etc.	Sqm	2,340/-
4.	Brick on edge Flooring	Sqm	700/-
5.	Interlocking on Footpath/walkway etc.	Sqm	1,880/-
6.	D.Q. Stone Flooring.	Sqm	3,110/-
7.	Cement Concrete Road.	Sqm	2,880/-
8.	Katcha Portion/Green of road Berm/non-irrigated areas/Irrigated Developed/green maintained areas/Landscaping greens including flower beds etc.	Sqm	530/-
9.	Granite of any colour and shade on Footpath/Walkway etc.	Sqm	6,680/-
10.	G.R.C./ULTRA Tiles etc. Footpath/Walkways.	Sqm	3,720/-
11.	Extra charges for Mastic/Asphaltic Roads.	Sqm	1,460/-

3. Terms & Conditions

In addition to above, the following parameters would be considered while according the road cut permission:-

- a) The Road Restoration Charges would be computed by concerned Road Division of Civil Engineering Department.
 - b) In case of open cutting of bituminous roads, kuccha portion, finished footpath made of cement concrete, interlocking paver, precast slab, etc., the restoration charges has been rationalized that the minimum width for calculation of restoration charges shall be considered as 0.5 meter for cutting width upto 0.5 meter minimum width for calculation of restoration charges. For diagonal pattern slab footpath & Granite, the minimum width would be considered as 1 meter for calculation of Road Restoration Charges in order to match the existing pattern.
 - c) **Generally the road cutting permission for the main Bituminous Roads & Mastic Asphaltic Roads will not be granted.** The Trenchless technology can be considered keeping in view the importance of the roads. For Road cutting permission, the comments/recommendations of concerned Executive Engineer will be obtained. In case the work by trenchless technology is not technically feasible, the case will be examined on merits.
 - d) The road cut permission shall be granted from 1st Oct. to 30th June. In monsoon season, no permission would be granted except of emergent service. However, permission may be granted on case to case basis as per the urgency of services to be provided with prior approval of Chairman NDMC.
4. The permission would be accorded to utility providers subject to shifting of services into the service corridor at their own cost as and when the service corridor is ready for laying of services within the three months time from the date of information, in writing, by the department. The service providers will have to pay the rent for using service corridor as decided by NDMC.
 5. Rs.430/- per sqm as part of the charges collected for Item No.8 would be transferred to Horticulture Department for restoration of Katcha Portion (pit/open cutting) by Concerned Road Division and Rs.100/- per sqm shall be use by Civil Deptt. for collection and disposal of Malba.
 6. The following factors will also be considered while calculating R.R. Charges:-
 - (a) 23.75% Departmental Charges will be considered on R.R. Charges.
(Departmental charges shall be 50% for Government Departments viz Railways, C.P.W.D, P.W.D, Department of Telecommunication, Ministry of Home Affairs, Ministry of Defence & Delhi Police/Traffic Police related works.)

- (b) 18% GST (or applicable from time to time) will be considered on total cost i.e. R.R. Charges.
7. (a) The security deposit 50% in form of Bank Guarantee for a period of one year (from the stipulated date of completion) and GST 18% (or applicable from time to time) of RR Charges will be deposited in NDMC treasury along with R.R. Charges from external agencies.
- (b) Security will be waived off for Govt. Departments viz Railways, CPWD, PWD, Department of Telecommunication, Ministry of Home Affairs, Ministry of Defence & Delhi Police/Traffic Police related works.
8. The security will be released after one year from the date of completion of work. The completion will be recorded by concerned EE (Road).
9. The Damage of footpath etc. due to placing of trenchless machine will be considered as 10M X 2M (width) or width of footpath for both sides placing of machine & for single side placing of machine/cross of footpath, will be consider 5M X 2M (width) or width of footpath etc. whichever is more. The same will be considered on Roads/developed Green Area.
- For trenchless work the minimum size of pit will be considered as 2.00 M X 2.00 M for calculation of R.R charges.
10. The road cut permission will be granted to the applicant/agencies/utility providers preferably through trenchless technology method.
11. The applicant shall have to require submit the undertaking in the prescribed Performa **(Annexure-"A")** & deposit the Bank Guarantee @7.5% of road restoration charges including departmental charges in lieu of expense for restoration of damage of utility services like IGL lines, Water lines, UFWS lines, Sewer lines, Communication cable lines, Electricity cable lines, CCTV cable lines caused during the execution of work. If any damage occurs in any service during execution of the work, the agency will be responsible for informing to NDMC regarding damage and applicant/agency/utility provider shall bear the entire restoration charges. The applicant/agency/utility providers shall get it restored at his own cost within the time specified by the department. If the restoration is done by the Deptt. the restoration charges as applicable (Basic Cost) and the departmental charges @23.75% of the R.R. Charges as calculated above shall be deposited by the agency within one week from the date of issue of demand letter, failing which the amount can be adjusted against the available deposit of the applicant/agency/utility provider in the form of security etc. In case of habitual default (more than three times in a year, time to be calculated from the date of offence), the Agency can be debarred for executing the work in NDMC area, as per Para-17.
12. At the time of submitting request for road cutting permission/fault repair/replacement of old existing cable following record/information may be provided:-

- (i) A copy of the licence granted by the Central Government.
- (ii) The details of underground telegraph infrastructure proposed to be laid.
- (iii) The mode of and the time duration for, execution of the work.
- (iv) The time of the day when the work is expected to be done, in case the licensee expects the work to be done during specific time of the day.
- (v) The inconvenience that is likely to be caused to the public and the specific measures proposed to be taken to mitigate such inconvenience.
- (vi) The specific measures proposed to be taken to ensure public safety during the execution of the work.
- (vii)
 - (a) Name of executing agency with telephone number & name of responsible officers.
 - (b) Twelve copies of proper site plan with the complete details i.e. green, footpaths & roads etc. with measurements & also depicting with different colors up to R.O.W. of Road.
 - (c) The copy of the permission of the existing route in which the proposed route will be connected/replaced/repair.
 - (d) Affidavit on Ten Rupees non-judicial stamp paper attested by the notary with the undertaking that while executing the work of laying our network by HDD method/Open Trenching **"No ROOTS OF TREES/PLANTS/SAPLINGS WILL BE DAMAGED"** and utmost care will be taken by us in this regard to ensure safety of trees/Plants/saplings, as per Delhi preservation of Trees Act, 1994 and NGT Guidelines/Directions.
 - (e) In case road cutting in back lanes, colony roads and in single stretch, across the Avenue Road (Maximum 50.00 Meter length), GPRS will not be required. The agency shall give an undertaking indicated that if any underground services/ infrastructure shall be damaged then the same will be restored by the agency at its own cost and penalty may be imposed as defined herewith
 - (f) For the Avenue Roads/main roads (Names and Locations are given at **(Annexure-"B")**) and all other back lanes, colony roads etc. GPRS is mandatory.
 - (g) Agency has to submit two copies of the Ground Penetrating Radar Survey (GPRS) Report in hard as well as soft copy for feasibility with respect to proposed route plan for seeking road cutting permission to lay their services. The report shall be certified by Authorized Signatory and self explanatory, showing feasibility with respect to proposed depth of trenchless cutting through HDD method of Standard Trenchless technology as well as for open cutting.

13. The permission can be revalidated four times within 90 days only, after the date of expiry of permission. 1st revalidation within 15 days after the date of expiry of permission without revalidation fee, 2nd revalidation with revalidation fee Rs. 1000/- within 30 days after expiry of the permission, 3rd & 4th revalidation after deposit of R.R. Charges 25% & 50%, of the balance work within 45 & 90 days respectively and Days of Hindrance only due to the departmental reason, will only be included in the time for which specific order issued by CE(C-I). After 90 days, fresh request will be accepted as the Original Application.
14. No hanging/Open to sky/Over ground level, OFC/Duct/conduit/cable are not in NDMC area. Dir. Enforcement Department shall take action for necessary removal such over ground OFC/Duct/ Conduit/cable etc.
15. The concern road division shall supervise the work to ascertain if the terms & conditions road cutting permission are ensured during the execution of road cutting work by agency.
16. Maximum five working days from the date of issue of permission is allowed for mobilization 1st time of the permission.
17. If any agency executes the work without permission/revalidation, the following actions will be taken against the Agency:-
 - (a) Agency will be debarred as per details give below:-
 - (i) Fault committed first time - 3 Months.
 - (ii) Fault committed Second time within 1 year of occurrence of first fault - 6 Months.
 - (iii) Fault committed Third time within 2 year of occurrence of first fault - 12 Months.
 - (b) FIR may be lodged against the applicant/agency/utility provider as well as contractor.
 - (c) Double rate R.R. Charges without Security Deposit of executed work will be charged from the Agency on account of work executed without permission/revalidation of permission along with the aforesaid punitive action, charges against the damage have to be deposited within two weeks from the date of issue of demand letter, failing which the amount can be adjusted against the available deposit of the applicant/agency/utility provider in the form of Security etc. and necessary action under the provision in NDMC Act-1994 can be initiated against the applicant/ agency/utility provider.
18. The applicant shall have to require is observe the Terms & Conditions as specified in the road cutting permissions during the execution of laying underground infrastructure. The concern road division shall supervise the work on service roads, footpath, road (all pucca portion) and Hort. Deptt. shall supervise the work in all

kuchcha portion, to ascertain, the Terms & Conditions as specified in road cutting permission is being followed. After issue road cutting permission, if NDMC comes to the conclusion that the applicant is/has willfully violating/violated any of the condition(s) for grant of road cutting permission, NDMC may forfeit the Bank Guarantee submitted by the applicant (in full or in part) and withdraw the road cutting permission granted to the applicant with recorded reason(s). Provided that no action shall be taken unless the applicant has been given an opportunity of being heard.

19. Permission may be granted in phase manner as per approval of Competent Authority.
20. The revised rate will be applicable w.e.f. the date of issue of Revised RR Charges and Terms & Conditions.
21. The restoration charges for costly plants etc. if any, shall be intimated by Hort. Deptt. within 10 working days (from the date of intimation to Horticulture Department) and the charges intimated by Horticulture Department will be included in the R.R. Charges proposed by Civil Engineering Department. These Restoration Charges (without security) will be transferred to Hort. Deptt. by the respective field division as per Para 5 above.
22. All the cases of road cutting permission including the punitive action as defined above, against the applicant/agency/utility provider on account of execution of work without Permission/Revalidation, shall be examined and decided by the Competent Authority i.e. Chief Engineer (Civil).
23. In case of any Agency make request to withdraw their proposal and ask for refund of amount deposited, the amount may be refunded after deducting the following amount as processing charges etc.
 - (a) Before date of issue of permission- Rs.2,000/-
 - (b) After issue of permission but before start of execution of work and confirmation in writing from field division- 10% of the R.R. Charges (excluding security), subject to minimum Rs.2,000/-.
 - (c) No refund of R.R. Charges will be entertained after start of the work, whether completed or partial completed.
24. In case of Applicant seeks permission for carrying out works inside of his property limits i.e. making, opening of Entry Gates/Shifting of Entry etc. only R.R. Charges will be charged without Security for the passage facilitation pathway from the Road, as the agency is carrying out the work on his property limits.
25. **Right of NDMC to seek removal of underground infrastructure:-**

Where the NDMC having regard to circumstances which has arisen since the underground infrastructure/utility services under, over, along, across, in or upon any

immovable property vested in or over the control/management of NDMC, considered(s) that it is necessary to remove or alter such utility services, NDMC shall issue a notice to the applicant/utility provider/agency, to remove or alter its location and the utility provider/agency shall within a period of 30 days submit a detailed plan for removal or alteration of such utility services to the CE(C-I) and NDMC after examination of the detailed plan submitted by utility provider/agency under above mentioned Terms & Conditions pass such orders as deemed fit.

Further, the responsibility and liability including the cost thereof, for removal or alteration of such underground infrastructure/utility services shall be borne by the applicant/agency/utility provider.

26. Dispute Resolution:-

Any dispute between applicant/agency/utility provider and NDMC in consequences of Indian Telegraph Right of Way Rules-2016/Terms & Conditions of road cutting permission, Chairman, NDMC/Officer designated by Chairman, shall resolve the disputed within a period not exceeding 60 days.

27. All rights are reserved with the NDMC.

Additional Conditions:-

1. Before Start the work, may please read Terms and Conditions approved by the Department which are available at NDMC website under Circulars & Orders, Civil Engineering Department.
2. The Main Roads, Crossing, Roundabouts, Strengthened with bituminous concrete mastic Asphalt shall not be dug/open cut without specific approval of CE (C-I) & the digging/open cutting of roads will be allowed in night hours only with the prior intimation and in full coordination with JE-in-Charge (Civil) of the area/service centre of NDMC.
3. The prior Information of trenching work shall be given to all concerned utility providers/divisions like water supply/sewerage/electric division/Hort. Deptt NDMC, UFWS division CPWD, MTNL, Delhi Transco Ltd, BSES, IGL and other utility provider agencies, enabling them to take necessary steps to safeguard their underground plants/service.
4. Before starting actual cutting/digging at site, the agency will make the entry in the road cutting register at service centre and start the work after coordination with service centre In charge/JE-in-Charge for simultaneous repairs of the cuts.
5. Work shall be executed in a very systematic manner so that there should be least disturbance /obstruction to traffic/pedestrian for this the trench should only be dug up for the length in which cable/pipe is laid in a day and it is properly be filled up compacted & rammed immediately after laying cable on the same day.

6. Before start actual digging/cutting on main carriageway of road i.e. Bituminous Road (if allowed), shall be after clearance from D.C.P. (Traffic), enabling them to divert/regulate the traffic.
7. Before start actual digging/cutting on Right of Way of roads i.e green, footpath etc, shall be after intimating to the D.C.P. (Traffic) at least 24 hours in advance.
8.
 - (i) Before commencing the actual work, caution-cum-information board shall be installed at site. The boards shall be installed at both ends of the trench atleast 100 meters distance. The Lettering on the boards shall be in fluorescent paint or reflective tape.
 - (ii) Information boards shall have the information regarding the fate of commencing and Completion and name and phone numbers/office address of Engineer in charge of the work.
 - (iii) Trench more than 1.5 meter depth & 1.0m width shall be adequately cordoned off at both the Ends & along the road side with corrugated sheeting painted with red, white vertical strips. The Manhole pits shall be barricaded on all the four sides.
 - (iv) During night operation, the area shall have flickering red warning lights. Electric connection will be provided by the NDMC, free of cost, from the nearest lighting poles, on the request of the concerned agency and necessary arrangements made by them at their own cost.
9. Blasting & Rammer in trenches will not be allowed.
10. Only trenchless technology will be used for roads & trenchless should be allowed only by Sensor Type machine & underground services should not be disturbed.
11. The telephone and power cables shall be taken across the roads & streets through cross pipe.
12. Hand mooling will not be allowed.
13. The trench/pits shall be back-filled with Yamuna sand/soil/mud concrete & consolidate as per specification so as to avoid the settlement in future & the access earth/malba shall be removed from the site by the agency within 24 hours after completion of the work. In case the agency has not backfilled properly & also not removed the access earth/malba the same will be removed at the risk & cost of the agency. The necessary charges will be informed to the agency as well as office of the CE(C-I) within a week time & the agency shall have to deposit the charges in NDMC Treasury.
14. The re-instatement authorization shall be sent by the service provider/agency to the Executive Engineer of area within 3 days after completion of the work for carry out

the permanent reinstatement of the excavated road surface/footpaths etc. In case; such authorization are not received from the utility provider/agency, Rs.1,000/- will be charged as a fine from the agency and same will be deposited in NDMC Treasury under intimation of CE(C-I). NDMC shall carry out the permanent reinstatement of the excavated surfaces without any intimation to the utility concerned. In case of long trenches, the notice for re-instatement shall be sent in parts as soon as portion of trenches are progressively back filled subject to total time of completion specified in this permission. The NDMC shall carry out permanent road re-instatement as soon as possible but not later than two weeks of the receipt of authorization of re-instatement.

15. The applicant/agency/utility provider will lay its service strictly according to approved route plan with permission. In case of any violation, the utility concerned shall dismantle the same and re-lay it according to the permission at its own cost. In case the utility provider fails to do so, the NDMC shall dismantle the same at the cost of the utility provider concerned and the road cutting permission would be revoked.
16. As per Delhi preservation of Trees Act-1994 the pits for trenchless/cutting/digging will be carried out away from the trees to avoid the damage to tree/tree roots & while making HDDs full care shall be taken for the alignment and if any damage is caused to any tree/trees, the Agency will be liable for compensation and will also bear the cost for treating the same.
17. No labour tents/jhuggies shall be constructed by any utility provider/agency on the road side beams/right of way and on municipal lands.
18. In normal circumstances permission shall be accorded for the full period required to complete the work in a section, however, in case of any contingency, the work in progress could be stopped for a specific period and the permission shall be suitable extended by the NDMC.
19. The party will start the work only after installed caution-cum-information boards at both ends and barricading the sites and getting approval from road cut division for the same, otherwise permission will be revoked.
20. Malba generated from road cutting shall be disposed by the agency at the designated C & D recycling plants of MCD as per regulation.
21. Inform IGL in writing before starting work in the vicinity of Gas pipeline to GM (PNG), IGL, Bhawan, Plot No.-4, R.K. Puram Sector-IX, New Delhi-110022. E mail- pipeline@igl.co.in Fax No. 011-26183061. Mobile No.8130995000-05. San Martin Marg, PNG Control Room (24X7)- 011-65653872/65470914 & 011-65657970 and GAIL's Toll Free- 1800118430, Mob.-9891357004 & Landline- 0120-2446433.
22. The party may contact to Water Supply Division, Sewerage Maintenance Division, Road Division., Dir. (Hort.) NDMC before execution of work.
23. Inform Delhi Police and ECIL in writing before starting work. This permission is also be sent by NDMC to SHO (North Avenue & South Avenue), DCP New Delhi, DCP

(P&L) and ECIL through E-Mail ID- sho-navenue-dl@nic.in, sho-savenue-dl@nic.in, dcp-newdelhi-dl@nic.in, dcp-pl-dl@nic.in and ECIL to DGM(ECIL), B-2, DDA Local Shopping Centre, A-Block, Ring Road, Naraina, New Delhi-28, E-Mail ID- oac@ecil.co.in, Mob. No.- 9654100597, Phone- 25774148 & Fax- 25771929.

24. Road cutting agencies either electric, Water Supply, MTNL and other communication agencies will communicate in advance to MM Registrar, 6th Floor, ADM Block, Delhi High Court, and New Delhi before take up road cutting work in adjoining area of High Court & residence of Hon'ble Judges.

Restoration of services i.e Electric, Communication services shall be carried out in Night Hours or in weekly holidays to avoid inconvenience to Hon'ble Judges's House during ongoing process of court hearing on virtual.

25. The GPRS report is to be submitted to the concerned road service centre, before execution of work by the agency.
26. To mitigate air pollution the agency should ensure to take adequate Dust Control measures as per guide lines issued by NGT/DPCC for construction site.

Note: - The conditions mentioned above should be followed strictly and in case of any lapse is observed, the permission shall be cancelled immediately.



(R.D. JOSHI)
Accounts Officer (Works-I)

Copy to:-

1. All Executive Engineers - through S Es (Civil)
2. AE (Road Cutting)
3. Director (Horticulture)
4. Director (Enforcement)
5. C.E. (Electricity-I)
6. C.E. (Electricity-II)
7. C.E.(Civil-I)
8. C.E. (Civil-II)
9. Dir. (I.T.) for uploading on NDMC website
10. PS to Secretary for information please.
11. PS to Chairperson for information please.

Manual-V

SE(R-North) & SE(R-South)

**Rules, regulations, instructions, manuals and records for discharging functions
{Section 5(I)(b)(v)}**

S. No	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications.
1.	NDMC Act, 1994	Powers and Duties	Nil	Rs.250/-
2.	CPWD works manual	Guidelines	Nil	Rs.400/-
3.	CPWD Analysis of rates Vol. I & II (2007)	Analysis of rates of various works	Nil	Govt. Publications
4.	Delhi Schedule of Rates (2007)	Rates of various items	Nil	Rs.500/-
5.	Plinth Area Rates 2007	Plinth Area Rates	Nil	Rs.100/
6.	IRC Publication	--	Nil	Available from the office of Indian Road Congress Campus, Jam Nagar House, Shahjahan Rd., New Delhi
7.	BIS Codes	----	Nil	Available at Manak Bhawan, Bahadur Shah Jafar Marg, New Delhi.

Manual-V

Sr. A.O. (W)-I

Rules, regulations, instructions, manuals and records for discharging Functions in (Civil)

[Section 4(1)(b)(v)]

S. No	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications.
1.	NDMC Act, 1994	Rules & Regulations		Available with Director (PR)
2.	CPWD works manual	General Guidelines for execution of work		Available with CPWD / Kitab Mahal
3.	D.S.R.	Items with Rate for execution of work		-do-
4.	C.P.W.D. Specifications	Tech specification to be followed		-do-
5.	D.A.R.	Method of calculation of Rates		Confidential with CPWD
6.	CPWD 'A' Code	Accounts Code		Available with CPWD/Kitab Mahal

Manual-V

EE(Store Division)

[Section 4(1)(b)(v)]

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions

List of regulations, instructions, manuals and records

S. No	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications.
1.	NDMC Act, 1994	Rules & Regulations		Available with Director (PR)
2.	CPWD works manual	General Guidelines for procurement & issue of Stores		Available with CPWD / Kitab Mahal
3.	D.S.R.	Rates for estimation		-do-
4.	C.P.W.D. Specifications	Tech specification to be followed		-do-
5.	D.A.R.	Method of calculation of Rates		Confidential with CPWD