

3380  
30/11/15

DELHI DEVELOPMENT AUTHORITY  
(E.M. SECRETARIATE)

No. EM3(54)2011/DDA/Hort-SE/ 1809

Dated: 27.11.15

**OFFICE ORDER.**

Vice Chairman, DDA has constituted Co-ordination Committees for maintenance of Parks, Forest & Woodlands (above 50 acres) as per the list enclosed.

**Encl: As above.**

(Vijay Kumar)  
Director (Works)

**All concerned.** SE (C.C-1, 5, 9, 10, 12 & 13)  
SE (Electrical) (Spot Circle, Circle-I)  
SE (SD-3, SED-5, WD-7, MD-5)  
SE (Electrical) (4, 12 & 13)  
D.D. (Hort.) (DWR, I, II, V, VI, VII & X)

Copy to :

1. OSD to VC for kind information of the latter.
2. EM/DDA for kind information.
3. All CEs /DDA. (CE(NZ), (S2), (E2), (Rohini), (Qwama), (Prejed), (PAC), (COO) (HR) & Electrical.
4. Addl. Commr.(LS).
5. Director (Hort.)N-W & S-E.

SE (copy)  
u  
27/11

Vijay  
27/11/15  
Director (Works)

39880  
27/11

List of Parks, Forest, Woodland Above 50 Acres in South Zone

S. No.	Name of Division	Name of Park/Scheme	Area in acre	Coordination Committee for Maintenance of Parks
1	Hort. Divn. -1  ①	Aff. M.P. Green area J.P. City Forest Ph-I, II	435.00	Chairman S.E (Civil) Circle-5 Member Dy. Dir. (Hort.)-I Member Exe. Engg. (Elect.) E.D-13
2		Aff. M.P Green area Picnic Hut. Tugalakabad	61.75	
3		Aff. M.P, Green area at Tehkhand Ph-I near DESU sub station	127.00	
4		Aastha Kunj Ph-I, II, III (Kalkaji) i/c park around Kalkaji Temple	154.92	
5		Aff. M.P. Green area at Tehkhand Ph-II	200.00	
6		Aff. M.P.Green area between M.B. Road OIR Fortwall T.Bad	68.00	
7		M.P. Green area Maa Aanand mai Marg Kalkaji	136.00	
8	②	Millennium Park (Indraprastha) Park along Ring road at Sarai Kale Khan Zone I to V	70.52	Chairman S.E (Civil) Circle-1 Member Dy. Dir. (Hort.)-I Member Exe. Engg. (Elect.) E.D-13
9	Hort-IV Divn.  ③	Aff. M.P. Green area Lado Sarai, Phase III behind T.B. Hospital and Seed bed	229.47	Chairman Dir. (Hort.) South-East Member Exe. Engg. (Civil) S.D-3 Member Exe. Engg. (Elect.) E.D-13
10		Aff. M.P. Green area Picnic Hut Hauz Khas	60.00	
11		Aff. M.P. Green area Sanjay Van	370.00	
12		Aff. M.P. Green area at Hauz Khas (Sports Field)	95.00	
13		Aff. M.P. Green area west Mehrauli Phase I to III Kishangath	174.29	
14		District Park Hauz Khas opp. R.K. Puram i/c Central Nursery	100.00	
15		District Park at Hauz Khas i/c Rose Garden	99.97	
16		Mehrauli Complex Phase I	61.10	

उपरोक्त कार्य लिए  
संज्ञक सं. 1261-D  
दिनांक 27/11/15

17	(4) Hort-IV Divn.	Woodland Bhatta Bricks at Village Ghitorni	70.00	Chairman Dir. (Hort.) South-East Member Exe. Engg. (Civil) S.E.D-5 Member Exe. Engg. (Elect.) E.D-13
18	Hort-VI Divn.	122 Acre Land from Shooting range to Haryana Border at T. Bad	122.00	Chairman S.E (Elect.) Sports Circle Member Dy. Dir. (Hort.)-VI Member Exe. Engg. (Civil) S.E.D-5
19		Aff. M.P. Green Area near Adilabad Fort at T.Bad	64.71	
20		M. P. Green Area Lado Sarai, Ph-II	53.00	
21		M. P. Green Area at Ladha Sarai	56.00	
22		MP Green Area at Siri Fort Phase-II	55.00	
23		Newly cleared Area Ladha Sarai	125.50	
24		Park at pul Prehladpur Ph-II	113.00	
25		TughlakaBad Recreational Complex Zone-III, Ph-I	75.00	

**List of Parks, Forest, Woodland Above 50 Acres in East Zone**

26	Hort-VII	Green Area Sanjay Lake at Trilok Puri Ph-I&II,III	170.00	Chairman S.E (Civil) Circle-10 Member Dy. Dir. (Hort.)-VII Member Exe. Engg. (Elect.) E.D-13
27		Land at Kilokari Village	132.00	
28		Smritivan at Kondli Ph- I, II & III	55.00	

**List of Parks, Forest, Woodland Above 50 Acres in Dwarka Zone**

29	Hort-VIII	M/o Park and woodland at Bhooli Bhatiyari	51.23	Chairman Dir. (Hort.) North-West Member Exe. Engg. (Civil)-WD-7 Member Exe. Engg. (Elect.)-12
30		M/o Park and woodland 'S/R' R-Block Rajinder Nagar	125.00	
31	Hort-III	M/o DDA Land as green surrendered by Swatantra Bharat Mill.	75.70	Chairman SE(Elect.) Circle-I Member Dy. Dir. (Hort.)-VIII Member Exe. Engg. (Elect.)-12
32		M/o M P Green area Mango orchard at Sayed Nangloi, Ph-I,II & III	222.50	

33	Hort. DWK	Park and Plantation at Sector-16C, Dwarka	56.00	Chairman SE(Civil) Circle-13 Member Dy. Dir. (Hort.)-DWK Member Exe. Engg. (Elect.)-12
----	--------------	---	-------	---

**List of Parks, Forest, Woodland Above 50 Acres in North Zone**

34	Hort-X	M/o Distt. Park (Lake Area) Pitam Pura.	60.00	Chairman SE(Civil) Circle-12 Member Dy. Dir. (Hort.)-X Member Exe. Engg. (Elect.)-12
35		M/ Resulation of old orchard C & D Block Shalimar Bagh.	62.00	
36		M/o Master Plan Raod 100 Mtr. GT Road to western Yamuna Canal Narela.	113.59	
37		M/o Green Belt and Parks Sec. A-1 to A-4, Narela.	75.80	
38	Hort-II	M/o Park & Plantation Ashok Vihar Ph. IV. (Ashoka Garden)	76.06	Chairman Dir. (Hort.)North-West Member Exe. Engg. (Civil)-ND-5 Member Exe. Engg. (Elect.)-12

**List of Parks, Forest, Woodland Above 50 Acres in Rohini Zone**

39	Hort-V	M/o Distt. Park Avantika Rohini. Sec-1	52.00	Chairman S.E (Civil) Circle-9 Member Dy. Dir. (Hort.)-V Member Exe. Engg. (Elect.)-4
40		M/o Distt Park 100 Hact (Swaran Jyanti Park), Sector-10, Rohini.	168.30	
<b>Total</b>			<b>4,672.95</b>	

Director (Hort.) North-West

Director (Hort.) South-East

Approved as proposed. Issue today.

OSD/VK / V 27/11

EM / Dir (W)

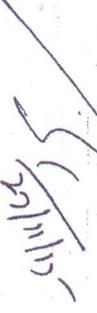
27/11/15

27.11.15

Please issue order today itself

## STANDARD OPERATION PROCEDURE FOR HORTICULTURE MAINTENANCE OF PARKS

S. No.	Horticulture Maintenance Works	Remarks
<b>(A)</b>	<b>Day to Day Horticulture Maintenance Works:</b>	
(i)	Irrigation (Watering) for lawn area, exist trees, shrubs and annual beds etc.	Daily
(ii)	Sweeping, cleaning of lawn/garden area.	Daily
(iii)	Sweeping, cleaning of jogging track (Kachha/Pukka) etc.	Daily
(iv)	Weeding of unwanted growth from garden area.	Daily
(v)	Hoeing in beds and other garden area.	Daily
(vi)	Trimming and pruning of hedge, shrubs, trees etc.	Daily
(vii)	Replacement of casualty trees, shrubs, ground cover plants as per requirement.	Daily
(viii)	Spray of antitermite, insecticide, pesticide as per requirement for the protection of plants.	As per requirement
<b>(B)</b>	<b>Seasonal Horticulture Works:</b>	
(i)	Top dressing of Cow dung manure, Good earth etc.	Once in a year
(ii)	Plantation of sapling of seasonal flowers.	Twice in a year (In summer and winter season)
(iii)	Spreading of murrham on kachha path.	Twice in a year/as per requirement.
(iv)	Plantation of trees and shrubs in monsoon season.	Once in a year/as per requirement.
(v)	Repair of children play equipment, garden benches, dustbins etc.	As per requirement.

  
 Director (Hort.) South-East  
 DDA

  
 Director (Hort.) North-West  
 DDA

The time lines for Electrical Maintenance activities prepared are enclosed.  
Kindly prepare the time lines for civil activities relating to maintenance of parks to be discussed/ finalised in the next S.O. Mtg.

~~EM~~  
CE/CAAC

Please do needful on priority

16/12/15  
Dir (w)

### General maintenance works related to civil in Parks:

16/12/2015

3533

16.12.15

EE/CAAC

17/12

1. Repair of damaged/broken boundary wall.
2. Repair of damaged/broken exist grill.
3. Repair of damaged/broken exist gates etc.
4. Repair of damaged/broken pump house, rain shelter etc.
5. White wash of boundary wall, pump house, rain shelter etc.
6. Repair of damaged/broken tile/stone/curve stone at path / walking track /parking area.
7. Repair of existing water pipeline in the park.
8. Painting of existing grills, gates etc. in parks.
9. Removal of malba/building material rubbish which is usually leftout at site after execution of civil works.
10. Regarding maintenance of toilets/bio-toilets.(Sweeping/cleaning/ watering etc.)
11. Providing of sign-boards.

### General maintenance works related to electric in Parks:-

1. Repair of Non-functioning of lights.
2. Repair of tubewell pumps.
3. Regarding maintenance of feeder pillar/electric box on light polls.
4. Regarding display of electric sign boards.
5. Regarding maintenance of existing water fountain.
6. Regarding damaged electric cable.
7. Regarding electric work in toilets.

4/12/15  
Director(Hort.)-South/East

D.D.A.

OSD to VC, DDA

Sub: Time line for General Maintenance works related to civil works in parks

A) **Building Work**

1	Repair of damaged/broken boundary wall	15 days
2	Repair of damaged/broken existing grill/Gate	7 days
3	Repair of damaged/broken pump house, rain shelter etc.	15 days
4	White wash of boundary wall, pump room, rain shelter etc.	7 days
5	Painting of existing grill, gates, etc in parks	15 days
6	Removal of malba/building material rubbish which is usually left out at site after execution of civil works	2 days

B) **Water Supply**

1	Repair of existing water line in park	
	i) Minor repair	1 day
	ii) Major Repair	15 days

C) **Maintenance of toilets/bio-toilets**

1	Sweeping, cleaning, watering etc. i.e. caretaking	Daily in two shifts
---	---	---------------------

D) **Providing of Sign Boards** 54 days

E) **Redevelopment of bore well after award of work** 21 days

**Sub: Time line for Electrical maintenance activity in DDA Parks.**

E & M Services	Maintenance Activity	Time lines
Path Lights	Identificaiton of nature of complaint	1 day
	Replacement of Bulb / Choke / Ignitor / Capacitor / MCB	1 day
	Replacement of Burnt / Missing Wires	1 day
	Replacement of complete Fixture (damaged / missing)	2 days
	Replacement of damaged / burnt Underground Cable	7 days
	Replacement of damaged / missing Pole	21 days
	Replacement / reparaie of junction box / covers	5 days
Pumping installations	Identificaiton of nature of complaint	1 day
	Rewinding of burnt / damaged Monoblock / Coupled Motor	7 days
	Rewinding of burnt / damaged Motor	7 days
	Replacement of Pump Set	5 days
	Repair of Monoblock / Coupled / Sub. Pump	7 days
	Replacement of NRV / Sluice Valve	3 days
	Replacement/ addition of G.I. Pipe	5 days
Fountain	Identificaiton of nature of complaint	1 day
	Cleaning / Replacement of Nozzels	1 day
	Replacement of NRV/ Sluice Valve	3 days
	Replacement of Pump Sets	5 days
	Repair of Pump / Motor	7 days
	Replacement/ addition of G.I. Pipe	5 days
Toilets / Amphi-Theatre/ Kiosk	Identificaiton of nature of complaint	1 day
	Light Point / Fan Point / Power Point / Exhaust fan Point / MCBDB	1 day
	Repair/ Rewinding of Exhaust Fan / Ceiling Fan	3 days
Control / Feeder / Service Pillar-	Identificaiton of nature of complaint	1 day
	Replacement of damaged kitkat / MCB	1 day
	Replacement of Burnt / Damaged under ground Cable	7 days
	Replacement of Ammeter / Voltmeter	1 day
	Replacement / Repair of Starter	2 days
	Replacement of damaged / missing / unservicable openable covers / doors	10 days
	Replacement of complete control/ Feeder Pillar	15 days

NOTE 1. The security of E & M Installation in Horticulture greens is the complete responsibility of Horticulture Wing / Security Staff.

2. The above timelines is the maximum time which may increase / decrease as per site condition

SE(E)/EC-1

SE(E)/ESC