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11-1-16

DELHI DEVELOPMENT AUTHORITY
OFFICE OF THE SUPERINTENDING ENGINEER (E)
ELECTRICAL SPORTS CIRCLE
19th FLOOR, VIKAS MINAR I.P. ESTATE, NEW DELHI-110002
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No: W- 39/SE(E)/ESC/DDA/2014-15/854

Date: 7/1/16

To,
The Director (Hort.) South-East,
DDA, 15th floor,
Vikas Minar, New Delhi

Subject: Timeline for Electrical Maintenance Activity in DDA Parks.

Enclosed please find herewith the Timeline/ Standard Operative Procedure for Electrical Maintenance Activity in DDA Parks. The Hon'ble VC/DDA in the meeting held on 07.12.2015 is pleased to accord approval to the above SOP for e convenience of general public/ consumer and is to be up-loaded on DDA Web-site as well.

Encl: As above.

(Vimal Mehra)
Suptdg. Engineer (E)
Electrical Sports Circle, DDA

Copy to:

1. PS to VC for kind information of later.
2. PS to EM for kind information of later.
3. Chief Engineer (Elect.), DDA for kind information.
4. Director (System) with a request to upload the SOP on DDA Website.
5. SE(E), Electrical Circle-1 for information & necessary action.
6. E.E(E), Elect. Divn. 12: For strict compliance in all DDA parks.
7. E.E(E), Elect. Divn. 13: For strict compliance in all DDA parks.
8. E.E(E), Elect. Divn. 2: For compliance.
9. E.E(E), Elect. Divn. 3: For compliance.

Vimal Mehra
7/1/2016
SE(E)/ESC

*Pl upload on website.
Provide copy to
Mr. Pradeep Singh
DDA 12/1/16*

1. *Sh. Jodhi DDA*
CC :- *Mr. Pradeep DDA*

to s/pe with DIR/14
12/01/2016
Mrs. Aruna Arora
(Programmer)

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
	Identificaiton of nature of complaint	1 day
Control / Feeder / Service Pillar-	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


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