

शक (प्रणाली) सि.वि.आ.

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दि. 6/2/24



2023
दि. / Date 07/02/24
**DELHI DEVELOPMENT AUTHORITY
ENGINEER MEMBER'S SECRETARIAT
VIKAS SADAN, INA, NEW DELHI-110023.**

No. F1(393)/2023/Mon./DDA/ 38

Dated: 05-02-2024

OFFICE ORDER


In compliance with the directions of the worthy VC/DDA, the following Standard Operating Procedure (SOP) has been formulated for the booking and upkeep of Community Hall.

- I. The responsible field staff, i.e., Junior Engineer (JE)/Assistant Engineer (AE), is accountable for the regular cleaning and upkeep of Community Halls. A janitorial cleaning chart shall be maintained for cleaning of community Halls.
- II. To maintain the Community Hall in good condition, frequent cleaning and regular maintenance shall be carried out to ensure readiness for booking even on short notice.
- III. Community Hall bookings should be made at least 3 days in advance, excluding public holidays. Furthermore, the Community Hall should be in a condition that bookings can be made at least 24 hours in advance.
- IV. In case of emergency/urgency, the applicant can book the community Hall within 24 Hrs. prior to the function, subject to availability of the Community Hall.
- V. Upon receiving confirmation, applicants are encouraged to pre-check the facilities and inspect the premises well before the scheduled function date.
- VI. According to the guidelines available on the portal, the time allowed for holding a function is from 12:00 noon on the day of booking to 10:00 a.m. on the succeeding day without any relaxation. The applicant should be present to take over possession and acknowledge the premises.

- VII. Applicants are required to check all installations and services using a prepared checklist. This checklist must be mandatorily signed by the applicant and the staff posted at the Community Hall.
- VIII. The concerned field staff shall upload geo-tagged, time-stamped photographs before and after the function in accordance with the guidelines on the portal.
- IX. During the period, any If any Community Hall is under maintenance, suitable instructions should be passed on to System department to temporarily stop bookings during maintenance period.

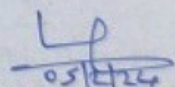
This is issued with approval of VC/DDA (e-file Comp. No 73676).

Encl: Check list.


CE(HQ/QAC)/DDA

Copy to:

1. OSD to VC/DDA for kind information of latter.
2. PS to EM/DDA for kind information of latter.
3. Director(System) with request to immediately update amendments on the portal for further implementation by all concerned.
4. All CE's for information and are requested to adhere to these guidelines diligently.
5. Dy. Dir(IL) for information and necessary action.
6. Guard file.


CE(HQ/QAC)/DDA

CHECK LIST OF COMMUNITY HALL

Sl. No.	Description	Yes	No.	Remarks
1.	Community hall cleaning found satisfactory			
2.	Kitchen Cleaning found satisfactory			
3.	Washroom working properly & cleaning found satisfactory	A Female		
		B Male		
		C Physical Disabled		
4.	Fittings and Fixtures of washroom working properly			
5.	Doors/Windows glass fittings and fixtures working properly			
6.	Water in toilets available			
7.	General hygiene in washroom found satisfactory			
8.	Overall cleaning & hygiene of toilet of community hall satisfactory			
9.	LED fittings working properly			
10.	Ceiling Fans working properly			
11.	Air Conditioners (if available) working properly			
12.	Exhaust Fans working properly			
13.	Lift (if available) working properly			
14.	D.G. Set working properly			
15.	Remarks by applicant			

Signature of Applicant

Signature of JE/AE (DDA)