

☎ : 080-25242063  
080-25240213  
Fax 080-25348127



Govt. of India. Ministry of Defence  
Research & Development Orgn,  
**ESTATE MANAGEMENT UNIT**  
DRDO Township  
CV Raman Nagar Post  
Bangalore – 560093

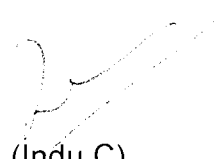
Gen/Corr/EMU

24 May 2022

All Lab/Estts  
Bangalore -93

**WELCOME MAINTENANCE PROVIDED BY MES**

1. A copy of scope of work covered and not covered under welcome maintenance along with DOs & DON'T's in Govt Accommodation is forwarded herewith for awareness of occupants at DRDO township, Bangalore.
2. You are also requested to circulate the above guidelines through internal communication modes for avoiding any complaints in future. Also the same guidelines has been uploaded in the EMU Website ([www.emubangalore.com](http://www.emubangalore.com)).

  
(Indu.C)  
Scientist 'D'  
Estate Manager

Copy to :-

Chairman  
Welfare & Civic Amenities  
Sub Committee  
LRDE,  
Bangalore -93

- For information please.

**SCOPE OF WORK IN WELCOME MAINTENANCE**

1. As per policy in vogue following works will be carried out under welcome maintenance against new allotment of Qtrs at DRDO Township, Phase-I, CV Raman Nagar under GE (I) R&D (West) Bangalore

**B/R Related Works**

- (i) One coat of distemper to wall in bed rooms & hall with **existing colour**.
- (ii) One coat of white colour wash to kitchen, toilets with **existing colour**.
- (iii) One coat to painting to **shabby & discoloured** door & windows with **existing colour**.
- (iv) Replacement of **broken** glass panel
- (v) Replacement of **damages** wire mesh.
- (vi) Replacement in **patches** of plaster & flooring.
- (vii) Replacement of **broken** floor & wall tiles.
- (viii) Replacement of **broken** bib taps/stop cock/shower rose.
- (ix) Replacement of **broken/rusted** bracket of WHB/Sink.
- (x) Replacement of **broken**/WHB/Sink/Mirror.
- (xi) Repair/replacement of **broken** steel window/ventilator.
- (xii) Cleaning of service water tank.
- (xiii) Repair/replacement of flushing cistern.
- (xiv) Replacement of **damaged** waste water pipes for WHB & sink.
- (xv) Replacement of **broken/missing** curtain rods.
- (xvi) Replacement of **broken** shelves of CB & Cabinets.
- (xvii) Ensuring no leakage from water supply/plumbing items.
- (xviii) Ensuring no blockage in floor trap/WC.
- (xix) Easing of doors/windows & cupboards.
- (xx) Ensuring water supply inside the Qtr from tank.
- (xxi) Ensuring no over flow of water from over head tank.

**E/M Related Works**

- (i) Changing of existing broken/unserviceable, switches, sockets, holders, FTL fittings, CFL fitting, Light, DBs, Energy meter, Ceiling fans, Exhaust fans, geyser.
- (ii) Dressing for existing hanging wires, loose wire, loose switch board.

1. Following works are not covered under WELCOME MAINTENANCE.

**B/R Related Works**

- (i) Any kind of **new provision** like floor/wall tiles, door, window/ventilator, WHB, mirror, bib tap, extra water point, etc. are **beyond** the scope the scope of welcome maint.
- (ii) **Change** color scheme to wall/ceiling.
- (iii) Painting to **all** door & windows.
- (iv) **Extra** coat of painting/distempering.
- (v) **Complete change** of wire mesh.
- (vi) **Change** of all old sanitary fittings.
- (vii) **New provision** of curtain rod.
- (viii) **Cleaning** of rooms/Old sanitary fittings/roof.
- (ix) Work **outside** the Qtr.
- (x) Repairing of seepage through sunken floor of upper Qtrs.

**E/M Related works**

- (i) Provision of opening for AC.
- (ii) Addl points for AC and power point/new fittings.
- (iii) Provision of additional exhaust fan/geyser.
- (iv) Extra points like AC power points, 5 Amps point, light point, fan point, bell point.
- (v) External light around Qtrs.

## DOs & DON'Ts

### DOs

1. The allottee shall maintain a good standard of cleaning of the house/premises.
2. The outlets of wash basin and floor trap shall be maintained clean and free from left overs so as to prevent clogging.
3. The allottee may immediately inform the MES service centre/staff in case of leakage, seepage or blocking of drain/gutter.
4. The allottee shall clean the complete Qtr while vacating the Qtr including bathroom/toilet/kitchen.
5. User shall submit the all key including Maint Qtr, Servant Qtr, Post box or any other locker while vacating of Qtrs.
6. User liable to pay barrack damage in case of change in colour scheme.
7. The allottee shall deposit the all furniture on vacation of Qtrs.
8. The allottee shall collect the all furniture from BSO yard under own arrangement, no transport/Labour will provided from MES.
9. If furniture tampered or broken, user/occupant liable to pay barrack damage.
10. User/occupants shall itself submit the all documents on vacate of Qtr (e.g vacation letter, bldg inventory, furniture voucher etc. no any application will accepted on telephonically or verbally).

### DON'Ts

1. The allottee shall not undertake/let any unauthorized construction in the premises.
2. The allottee shall not tamper with any water supply sanitary and other fitting/fixtures.
3. The allottee shall not prevent designated staff of MES from carrying out repair/inspection of work during office time. The should not also stop MES staff from cleaning over head tanks. They should co-operate with MES staff so that, work in the Qtr including adjoining Qtrs can be carried out properly.
4. The allottee shall not carried any addition/alteration work inside the Qtrs.
5. The allottee shall not change the colour of painting including servant Qtrs & Garages.

6. The allottee shall not damage roof/roof treatment while fixing of Dish antenna/any other accessories on roof top.
7. The allottee shall not leave any goods/items or waste/unused materials in the Qtrs while vacating Qtrs.
8. User/occupants shall not store any unused furniture at outside premises of the Qtr.
9. The user shall not hold/keep the broken furniture with Qtr and the same shall deposit to BSO yard for repair/replacement.