



No. KVAOWA/GGN/2023/33/4265

Dated: 08th August, 2023

Circular

Sub: - Guidelines for Renovation / Repair work in Kendriya Vihar

Our Society is over two decades old now. Therefore, there is an increasing incidence of repair/ renovation work in the Society. Repair/ renovation work in an apartment is inevitable, even otherwise. It is therefore imperative that the same is done in a manner that there is minimum disturbance or inconvenience to the neighbors.

2. With the passage of time, there is a need to update these guidelines. In view of this, a set of guidelines for carrying out repair/ renovation work in an apartment have been drawn. These guidelines are based upon the principles of peaceful co-existence by the residents. The draft guidelines were placed in the EC Group on 5.2.2023 and the same were discussed in the ECs meeting held on 16.4.2023 and 16th July 2023. These have now been finalized & will be implemented with immediate effect. The provisions as given in Clause 18: Maintenance and repairs of Individual dwelling units & Clause 19 : General Provisions of the Byelaws as updated on 15 Jun 2022 will be complementary to these guidelines.

I. General (Applicable for all)

- i. Resident/ member will submit the layout plan for seeking approval from the KVAOWA before starting any repair/ renovation work in the apartment. This should include all the necessary work required to be done in the dwelling unit.
- ii. The apartment or part thereof under renovation is covered properly with tarpaulin / net, during the entire period of repair/ renovation. This needs to be followed strictly. Any violation may entail a penalty on the Resident/ Contractor as decided by the Management.
- iii. Residents are not permitted to encroach in the common area at the ground level or make projections beyond the outer boundary of the apartment at the floor level (any floor). Sunshades of standard size on windows, balconies, etc. may however be allowed for the comfort of the Resident.
- iv. Aesthetic look of external walls to be maintained.
- v. AC drain to be piped to the nearest wastewater trap up to ground floor green area.
- vi. Loading/ Unloading of material should not damage property of Society/ neighbors.
- vii. The Resident/ Contractor must ensure removal of the Malba from the site of repair/ renovation and in no case, it should cause any obstruction in the normal movement of the residents or the vehicles. Non-removal of Malba beyond 7days may invite penalty on the Resident/ Contractor as decided by the Management. The dumping Points as suggested by MCG are contained in the following document. (enclosed)
- viii. The Resident shall get passes issued from KVAOWA for the workers before starting any repair/ renovation work in an apartment (repair/ painting/ woodwork/ plumbing/

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- installation of fiber shade/ iron grill/ door, etc.). The Society has laid down norms/guidelines separately for the issue of passes for the contractor/workers who are proposed to be engaged for repair/renovation work.
- ix. The Resident/ Contractor/ Labour must ensure that the repair/ renovation work in an apartment does not cause avoidable inconvenience to the neighbours. For this purpose, the following norms/precautions need to be observed:
- Working hours for the workers shall be from 9.00 AM to 6.00 PM.
 - However, indoor painting work that does not disturb the neighbors may be carried out up to 8.00 PM with advance permission from the Society.
 - The workers shall be allowed entry into the Society from Gate Nos. 1 and 3 not before 8.00 am and they must leave the Society by 7.00 pm (by 9.00 pm in case permission to work up to 8.00 pm has been given).
 - In case a Contractor or his worker is found in the KV premises without a valid pass, the Security Agency shall be liable to a fine of Rs. 200/- per instance per person.
 - The workers shall not stay overnight in an apartment under repair/ renovation. In case any violation is found, the Resident/ Contractor shall be liable for penalties as decided by the Management.
 - Hammering/ drilling/ tile-cutting or any such work that creates high level noise should not be done beyond 3.00 pm. The Resident/ Contractor may plan their work, accordingly.
 - Noise levels must be kept under control on Saturdays and Sundays (preferably below 55 decibel).
 - No use of HILTI machine at the first floor or above for the safety of apartments in the vertical line
 - Grinder cutter will be used to remove old steel windows, doors, etc.
- x. Terrace being a common area, no individual resident is permitted to raise any temporary/ permanent structure on the terrace or place his/ her individual AC Unit, Solar Panel, any utility item, etc. or dump unwanted material on the terrace even though such person may be a resident of the top floor in the vertical line unless KVAOWA decides to install Solar Panels for the Entire Multistoried flats.
- xi. No individual resident is permitted to do renovation that leads to any alteration in the basic structure of the apartment i.e., changes in the beams/columns (including cutting, chipping, drilling), shifting of load bearing walls, construction of brick walls or load bearing structure in the balconies etc. that may endanger the safety and stability of the structure in the vertical line. Brick walls should be avoided on Chajjas on the windows, which do not have any concrete support below it.

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- xii. Plants kept on the ground floor should be placed in a manner that common parking area is not obstructed. Projections from balconies/ windows to keep plants, may be avoided.
 - xiii. In the Dx flats, the terrace being exclusively in the ownership and possession of the apartment owner, though s/he has exclusive right to use the open terrace for the purposes like installing the AC Units/ Solar panels, etc. No regular/brick construction at the terrace in any form beyond 15.26 sqm (that includes the Murmty which is part of the original structure) for which the apartment owner has been specifically charged and which forms part of the flat area, will be allowed. No construction of regular room/kitchen, etc. on terrace is permitted. External staircase for terrace in the common area is strictly prohibited.
 - xiv. The resident shall take due precautions regarding the safety and security of the structure while carrying out the renovation to ensure that the exterior façade doesn't get altered/affected.
 - xv. The Contractors who have working experience of at least five years in Kendriya Vihar shall be empaneled for carrying out work that is got done by KVAOWA. For any new contractor, to start work in Kendriya Vihar, s/he will be required to register in KVAOWA based on criteria being fixed by KVAOWA.
 - xvi. The Contractor shall stand at the risk of losing his registration with the Society and getting blacklisted for entry into Kendriya Vihar in case it is found that he has been instrumental in a renovation that in effect has resulted in alteration of beams/ columns or encroachment on common area at the ground level or projection at the floor level over the common area.
3. In case any resident has any issue with regard to any repair/ renovation work being carried out in his neighborhood he may report it to the KVAOWA whereupon the Management shall take action to settle the same in the best interest of the parties involved.
4. In case HUDA/Town and Country Planning Department levies any penalties for unauthorized construction the resident will be liable to pay the same.

P. Padmavati

(P. Padmavati)
Secretary, KVAOWA

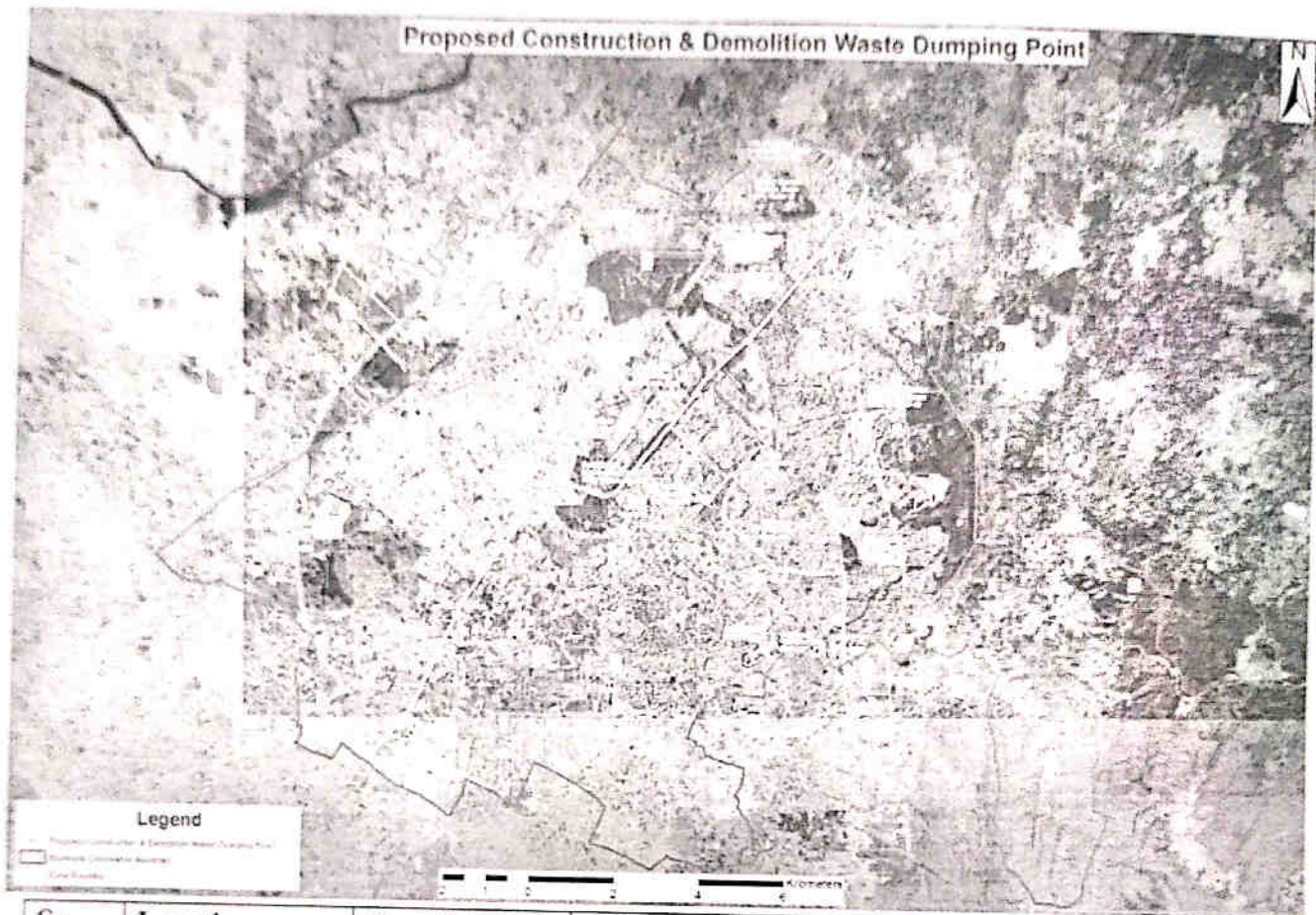
Copy to:-

1. All Collegium Members/EC Members
2. Web Site/Mygate App

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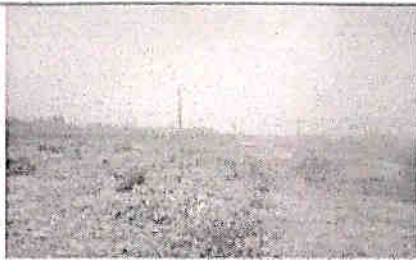
Sr. no.	Location	Coordinates	Picture	Description
1.1 CP-1	Jail Rd., Near Patwari Office (Huda Land)	28°27'23.6"N 77°01'37.2"E		Debris lies on approx. 1 acre stretch. MSW mixed at some places. Rough estimated qty is 4900 MT

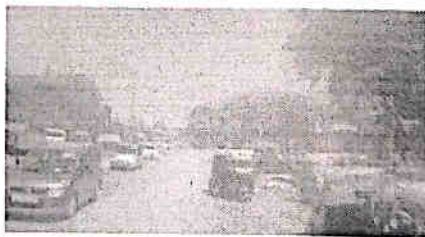
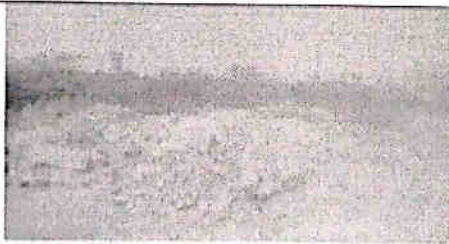
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KENDRIYA VIHAR APARTMENT OWNERS WELFARE ASSOCIATION (KVAOWA)
KENDRIYA VIHAR, SECTOR-56, GURUGRAM (HARYANA) – 122011
(Registered under Societies Registration Act No.1 of 2012 Registration No. 00651 Dated 25/4/2013)

1.2 CP-2	Auto chowk, Industrial area (Huda land)	28°29'11.7"N 77°00'35.3"E		Debris lies on approx. 4 acres stretch. MSW mixed at most of the places. Approx. qty is 60000 MT.
1.4 CP-3	Beri Chowk, Mini-Secretariat, Delhi Jaipur Express Highway	28°26'51.7"N 77°01'42.3"E	Only location recorded	Debris dumped along service road side. Approx. qty 4000 MT.

Sr. no.	Location	Coordinates	Picture	Description
2.06 CP-4	Public Toilet Udyog Vihar, Gurgaon, Delhi NCR, MarutiUdyog, Sector 18	28°29'39.4"N 77°03'43.0"E	Only location recorded	Debris lies on approx. MSW mixed at most of the places. Approx. qty is 1000 MT
2.07 CP-5	Ganpati Financial Services, Sector 22A, Sector 22,	28°30'18.1"N 77°04'10.2"E		C&D waste dumped near road side approx. 150 MT
2.10 CP-6	Chippi Colony behind ITEZ Rd Sector 21. Near Pace City.	28°30'46.0"N 77°04'04.9"E		MSW mixed C&D waste approx. 50000 MT

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2.19 CP-7	Vyapar Sadan, Opposite Hotel Groovie, M.G. Road	28°28'02.1"N 77°02'26.1"E		
3.1 CP-8	Intersection of Sunset Blvd and Golf Course Road, Sector 27-42	28°27'46.8"N 77°05'47.4"E		Debris lies on the entire stretch of the road. MSW mixed at some places. Rough estimated quantity is 10000 tons
3.2 CP-9	Near Tau Devi Lal Biodiversity park, Sector 53	28°25'56.9"N 77°05'45.0"E		Mixed with MSW. Rough estimated quantity is 2000 tons.
3.4 CP-10	Wazirabad Village Rd., Sector 52	28°26'09.9"N 77°52'17.6"E		Mixed with MSW at some points. Rough estimated quantity is 10000 tons
3.6 CP-11	128, Sector 44	28°27'03.9"N 77°04'24.0"E		Rough estimated quantity is 2000 tons

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4.2 CP-12	47, Institutional area Sector 32, near Sector 39	28°26'37.0"N 77°02'40.2"E		Rough estimated quantity is 2000 tons
4.3 CP-13	Mohyal Colony, Sector 39	28°26'41.0"N 77°02'42.0"E		
4.5 CP-14	Golf Course Extension Road, Sector 57	28°24'47.2"N 77°04'34.4"E		
4.6 CP-15	Nirvana Central Road, Sector 50	28°24'55.8"N 77°04'03.7"E		









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Some of the ISI marked products that are used for renovation purposes:



S.No.	Product	Usage	IS Number	Whether ISI/CRS marked products are available 
1.	Water Storage Tanks	Overhead Water storage	IS 12701 : 1996/ IS 14339 (Part 1 & 2) : 1996	Yes 
2.	HDPE Pipes	Sewage/ Irrigation with sprinklers	IS 4984 : 1995	Yes 
3.	UPVC Pipes	Potable water supplies	IS 4985 : 2000	Yes 
4.	UPVC Pipe fittings like Elbow/Tee/Pipe Extension pc etc	For use with above pipes	IS 13593 : 1992/ IS 14735 : 1999	Yes 
5.	Electrical Wires	Cable laying in Holmes	IS 694 : 2010/ IS 1554 (Part 1) : 1988	Yes 
6.	PVC Conduits for inlaying Electrical Wires	Batons/ pipes for covering loose bunch of wires	IS 9537(Part 1):1980	Yes 
7.	LED Lights	Luminaires for lighting/ Bulbs/Tube lights/Strip lights	IS 10322 (Part 5) : 2012/13	Yes 

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8.	Electrical Plugs/sockets 6A(Normal lights/ Electronic devices / 16A (for Geyser/heaters)	Used in Extension boards	IS 1293: 2019	Yes 
9.	Paints	Plastic Emulsion Paints for interior walls /exterior walls	IS 5411 (Part 1) :1974 & IS 5411 (Part 2): 1972	.Yes 

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