

OFFICE OF THE MEMBER (WATER)
DELHI JAL BOARD, GOVT. OF NCT OF DELHI
VARUNALYA, PH-II, KAROL BAGH, NEW DELHI

No.DJB/Member(W)/B-3-2004/

Dt.

INSTRUCTIONAL ORDER

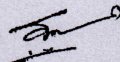
During the scrutiny of various supplies/works being undertaken in Electrical & Mechanical wing, it has been observed that the various instructions issued in the past have not been followed in totality. Addl. CEO vide orders dated 27.4.2004 had also issued instructional order with regard to quality control, which has also not been found followed in many cases. In order to ensure quality control measures in the department, following is circulated for strict compliance by all concerned with immediate effect: -

1. All the supply/work orders shall be neatly typed and shall be given a serial number. No hand-written orders shall be issued. EEs shall ensure that the copies of the supply/work orders, placed by them, are received in the office of EE(E&M)QC, without fail. EE(Civil)s undertaking E & M works also i.e. EE(South) I, II, III, IV, EE(South-West) II, III shall send the copies of all the works/supplies orders issued from their office, to EE(E&M) QC, as well.
2. Adequate attention must be paid by the EEs, while approving the draft for the description in the order, so that the order is clear, complete, correct, specific in terms of supply/work required and is unambiguous and must contain the following.
 - a. Complete specifications like rating, size, capacity, efficiency, head, discharge, power factor, speed, material of construction etc. etc. as the case may be, in case of procurement of new equipments.
 - b. Complete details of inserts like breaker type, number of poles, rating & type of contactor, relay etc. in case of procurement of fabricated LT/HT panels.
 - c. Full break-up of price for each of the different components of supply & works, envisaged in the order, in cases the work is to be carried out on turn-key basis.
 - d. A realistic completion time, as lesser completion time may result in poor quality whereas higher completion time may warrant delay in completion of the work.
 - e. The mention of relevant IS Code, wherever applicable.
 - f. The guarantee period of minimum period of one year for new procurements as well as for repair works. Conditions of payment may be prepared in such a way that some payments are retained by the department, to be released after the expiry of guarantee period.
3. All the main equipments like pumps, motors, valves, transformers, starters, panels and their spares shall be procured from the manufacturers or their authorised dealers only. The instructions issued by CE(SDW) vide instructional order dt. 7.3.2003 are hereby reiterated ^{for strict compliance} again. In cases where manufacturers/dealers do not respond or there is emergency, the approval from the concerned CE may be obtained on file for relaxing this condition. SEs shall pay their utmost attention in this regard and ensure that EEs under them do not violate these instructions.
4. All the equipments procured, including through turnkey contracts, should be recorded in the asset register maintained in the division. SEs shall exercise periodic checks in this regard.
5. Bearing is an item which is vulnerable for genuineness when being procured without inspection and sealing by manufacturer. Henceforth EEs shall ensure that all the bearings being procured by them, have been inspected by the manufacturer and supplied duly sealed by them. SEs shall ensure that wherever permissible in size, indigenous version of SKF & FAG bearings should be promoted.
6. Variations have been observed in the description of make of the equipment, being procured by the different EEs, which sometime includes the make which are not approved in the department. EEs shall ensure that the list of makes as mentioned in the

supply/work order includes only the makes approved in the department. SEs shall supervise adequate exercise on this.

7. All the repair/over-hauling jobs shall be got done from manufacturers or their authorised service centres. In cases where manufacturers/authorised service centre do not respond or there is emergent requirement, the approval from the concerned SE may be obtained to relax this condition. SEs shall further ensure that the repair/over-hauling works are outsourced by their EEs only in case, when the same is not possible by the maintenance staff posted with them and the job is not possible to be carried out in the departmental workshop. EEs shall take advance action in procurement of such important spares, so that the same are available at the time of breakdown/ overhauling of equipment for ready replacement by maintenance staff, to eliminate the need of entire repair work being contracted out.
8. All the important and higher rating equipments should be procured only after witnessing the performance of the equipment at the manufacturer's work. The requests for undertaking the witnessing of the shop floor performance must be sent to QCC at least a fortnight in advance with complete details. In cases where the equipments have been procured on the basis of shop inspection by the manufacturer itself, a critical study of the test certificates for the actual performance of the equipment for various parameters against the duty conditions specified in the order must be made. The equipment must only be accepted only when the performance of the equipment is established, in line with the requirements of the order.
9. It has been observed that the response by various EEs to the correspondence made by the QCC is poor. Amongst others, following correspondences are frequently made by QCC with various EEs: -
 - Advance request for inspection of the material/work by QCC. It has been observed that QCC is not informed even after the complete receipt of supply/work. Inspection at a later stage therefore becomes redundant.
 - The response for the action taken report on the inspection report issued by QCC is also extremely poor.EEs shall take prompt action in responding to QCC for above and also for any other correspondence made by QCC with them. EEs shall also ensure that while communicating for completion of work or supply to QCC, Divisional office is fully satisfied at his level about the quality of the work/supply.
10. It has been reported that during the inspection of the work/supply at site by QCC, various important documents like Test Certificate, Purchase Vouchers, and Certificate for material of construction, Performance certificate etc. etc. are not being furnished to QCC. These documents are of immense importance in order to ensure the quality of the equipment/work and therefore must be furnished promptly to QCC.
11. In many orders for procurement of new equipments, spares and consumables received, it has been observed that the quantity procured appears to be on higher side. EEs shall ensure that while finalizing the quantity to be procured, the previous six months or one year consumption of that particular item is brought on record and the minimum quantity required should only be procured.
12. EEs shall ensure that each of his AE (E&M) possesses the basic field measurement instruments like measuring tape, Vernier Calipers, micrometer screw gauge, weighing balance, LT Meggar and the motorized HT Meggar.

All Concerned


Member (W)

Copy to :

CEO : For kind information please.
Member (A)/ (Dr.)/(Fin)/Addl. CEO