

## OFFICE OF THE ADDL. DIRECTOR OF VIGILANCE DELHI JAL BOARD, GOVERNMENT OF N.C.T. OF DELHI VARUNALAYA PH.-II: KAROL BAGH: NEW DELHI-110005

No. DJB/VIG/EE (V)/2003/

DATED

4 .111 2003

## INSTRUCTIONAL ORDER

Subject: Inspection of stores by Vigilance.

As you are well aware DJB has started a drive to educate and improve the day to day functioning of existing system to achieve transparency. In view of this discussions were held and opinions were sought from all concerned.

In recent past stores of a few of sub divisions were checked and was observed that number of instructions/circulars issued from Technical Wing as well as Finance are not being adhered too in totality. The matter was discussed with the competent authority and it is instructed to impart awareness and education to all the concerned to act upon in a weeks time to avoid any embarrassing situation at a latter stage.

The following are again reiterated for strict compliance by all divisional engineer and compliance be reported back within a week's time through their circle head:

- All work orders/supply orders be numbered and entered in relevant 1. register and ensure that a copy is sent to vigilance if not sent earlier starting from the year 2003-04.
- To ensure that stock/store register, T&P registers, Plant Asset Register, 2. Tubewell Register, Job Register, old material register and maintenance registers are being maintained and entries of all inventories received from any source including stand by/spare equipments are being reflected in relevant registers regularly as per norms already circulated in this regard from time to time.
- To ensure survey off of old material to avoid theft etc. 3.

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In case of repair jobs these are to be got done from department workshop at Chandrawal and Kilokari. In emergent major cases if any if it is not from the office of SE(WW)/SE(SDW) of respective workshops, that the same cannot be executed in department workshop.

5. Emphasis be made to consolidate the procurement of stores at the divisional level and not on the basis of requirement of individual JE,

certifying the justification of purchase.

6. The stock book maintained should show the name of issuing person/receiving person for the specific site where the material is required and receiving official should maintain a register indicating its consumption and receiving official should maintain a register indicating its consumption

which should be checked by AEUE from time to time.

AE incharge should check all relevant stock books/stores etc physically atleast quarterly and put his signatures in token of checking. Also physical verification should be done atleast once a year by EE incharge and should sign in token of physical verification. Excess/shortages should and should sign in token of physical verification. Excess/shortages should

Further all other instructions/circulars etc. issued earlier be also followed strictly and may ensure that the above is complied with. Non compliance will be viewed

be brought in the notice of SE/CE for taking further necessary action.



ALL SEa/EEa/ACAs/Acctts./Jr. Actts.

Copy for information to:

(CEO(D1B)

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3. Member(A)/Member(W)/Member (DR.)/Member(F). 2. Addl. CEO

All CEs

5. Director(F&A).

NODA .

