

**DELHI JAL BOARD: GOVT. OF N.C.T OF DELHI
(VIGILANCE DEPARTMENT)
VARUNALAYA PH-II, KAROL BAGH, DELHI-05**

No: DJB/VIG/2012/

127984 to 128138
ADVISORY

Dated: 21-11-12

Sub: Keeping records in safe custody-regarding

Chief Technical Examiner, CVC, on carrying out an Intensive Examination of one DJB work in EE(SDW)-XII division, made certain adverse comments regarding improper maintenance of inventory of old important records viz. Prequalification of Agencies, Short-listing of Consultancy Firms, Evaluation of Bids of Consultancy Firms, Evaluation of Financial Resources and Collaborations of Agencies, Tender Sale Register, Evaluation of Technical Bids for Agencies etc., as well as handing-over/taking-over of notes at the time of posting/transfer of custodians of these documents. Despite best efforts the aforesaid documents could not be traced and, therefore, could not be made available to the CTE, This negligence and mis-management has resulted in adverse comments from the Commission against the Department.

In view of above, it is directed for strict compliance of all concerned offices to ensure proper maintenance and safe custody of records, for a reasonable period of time, in such a manner that the same could be traceable, accessible and available for inspection, as required; and that, in the event of loss/damage of such records, responsibility could easily be fixed. Further, record retention schedule, as per administrative guidelines issued from time to time, should be followed strictly in respect of all records available with the offices.

These instructions may further be circulated for compliance of all concerned officials of junior levels.

All SEs/EEs


(DR. A.K. AMBASHT)
CHIEF VIGILANCE OFFICER

Copy to-

1. CEO
2. All Members/Secy. DJB
3. All CEs/All Directors