

	DELHI JAL BOARD: GOVT OF NCT OF DELHI OFFICE OF THE DIRECTOR (F & A) VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI	
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INSTRUCTIONAL ORDER

In order to ensure timely processing and settlement of payments before the close of the financial year 2025-26, it is hereby instructed that all concerned DDOs/EEs shall receive and process the bills of the Vendor's/Contractor's under the jurisdiction of their respective offices latest by 16.03.2026. The following instructions shall be strictly adhered to:-

1. All bills relating to works, supplies, services, contingencies, and other admissible claims pertaining to the current financial year must be submitted on or before 16.03.2026.
2. Bills received after the above-mentioned date will not be entertained, except in exceptional circumstances with the approval of the Member (Finance). All such cases shall be sent to Member (Finance) through concerned CE-Nodal (WS)/(Dr.) with detailed justification for delay in submission of bills.
3. It shall be the responsibility of the concerned Drawing & Disbursing Officers/Section In-charge to ensure that:-
 - (i) Bills are complete in all respects.
 - (ii) Necessary sanctions, vouchers, and supporting documents are attached.
 - (iii) Proper certification and signatures are affixed.
4. Any deficiency in the bills may lead to return of the bills for rectification, which may result in delay in payment.
5. All DDOs/EEs are hereby directed to give this matter top priority so that accounts for the financial year 2025-26 can be finalized in a timely manner.

This issues with the approval of the competent authority.


 (RAVINDER KUMAR)
 Director (F&A)

All DDOs/EEs/ Sr.AOs/AOs/ AAOs.

No.F.134/DJB/AO (F&G)/F.Y. Closing/2025/ **3465**

Date:- **06-3-26**

Copy for kind information to:-

1. PS to CEO, DJB,
2. PS to Member(A)/Member(Fin)/
3. CEN(WS)/Dr/ Addl. CEO/CVO Secretary, DJB/All CEs/SEs
4. All Directors/ Jt. Directors (Rev)/Jt. Director(F&A)
5. All Dy.Directors (F&A)/Admn.
6. Order Register.
- ✓ 7. Dy. Director(IT) with the request to upload it on DJB website.

Dy. Director (IT)
 Delhi Jal Board, GNCTD

Dy. No. **486** dt **9/3/26**

Prag I

10/03/2026


 (RAVINDER KUMAR)
 Director (F&A)