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# DELHI JAL BOARD
(GOVT OF NCT OF DELHI)
VIGILANCE DEPARTMENT
VARUNALAYA PH-II, KAROL BAGH, NEW DELHI-110005

Office of the CE (Nodal) Water
Diary No. 3064
Dated 05/8/26
DELHI JAL BOARD

No: DJB/VIG./3/2026/ 27242

Dated: 5/8/26

## Advisory

**Sub: Regarding Timely Scrutiny, Processing and Release of Contractual Payments.**

During an Intensive examination by CTE, CVC; it has been observed that payments to contractors were released beyond the timelines stipulated in the Contract Agreement owing to delays in scrutiny of invoices, reconciliation of executed quantities, processing at various administrative levels and completion of procedural formalities. Such delays may result in contractual disputes, claims for compensation, avoidable litigation and adverse audit/vigilance observations.

Timely processing and release of legitimate contractual payments is an essential component of sound contract management and contributes to efficient project execution while safeguarding the financial interests of the organisation.

Accordingly, all concerned officers/officials are advised to ensure the following:

1. Contractors' bills/invoices shall be scrutinised, verified and processed promptly in accordance with the provisions of the Contract Agreement so that payments are released within the prescribed contractual timelines.
2. Measurement of executed work, verification of quantities, certification of bills and completion of all requisite procedural formalities shall be carried out without avoidable or deliberate delay.
3. Any deficiency in the documents submitted by the contractor shall be communicated promptly in writing so that the same may be rectified without unnecessary loss of time.
4. Divisional officers shall establish an effective monitoring mechanism for tracking receipt, scrutiny and disposal of contractors' bills/invoices to avoid accumulation of pending payment cases.
5. Supervisory officers shall periodically review pending bills and ensure that delays, if any, are duly justified, recorded and minimised.
6. Wherever the Contract Agreement provides for maintenance of an Escrow Account or any other contractual financial arrangement, the concerned officers shall make all reasonable efforts to ensure compliance with the contractual provisions in coordination with the competent financial authorities, subject to availability of funds.
7. Proper records indicating the dates of receipt, scrutiny, certification, processing and release of payments shall be maintained to ensure transparency, accountability and auditability of the payment process.

All concerned officers are advised to strictly adhere to the contractual provisions governing processing and release of payments so as to ensure timely execution of works, minimise contractual disputes and avoid adverse audit/vigilance observations.

05.09.26

(Dr. Aman Gupta, IAS)
Chief Vigilance Officer

CE(N)WS/CE(N)Dr.

For strict compliance

All CE CE(IT) 11.8.26

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Office of the S.E. (IT)
Delhi Jal Board
Diary No. 191
Date 01/9/2026

Dy. Director (IT)
Delhi Jal Board, GNCTD
Dy. No. 1558 dt. 2/9/26

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