

DELHI JAL BOARD
OFFICE OF THE DIRECTOR (FINANCE & ACCOUNTS)
VARUNALAYA, PHASE-II: KAROL BAGH : N.DELHI-5.

INSTRUCTIONAL ORDER

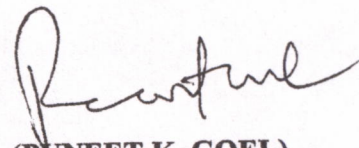
No. DJB/DIA(F&A)/2003/

61280

Dated: - 4-7-2003

In order to stream-line the purchase of diesel/petrol for the water tankers from P.O.L. imprest, being operated by the divisions, following procedure shall be adopted by all concerned EEs:-

1. Each division shall identify centrally located petrol pump in the near vicinity of the water emergency. Divisions will obtain consent letter from the petrol pump owner to supply diesel to the DJB vehicles and payment on monthly basis.
2. Indent slips duly stamped & signed by ranks not lower than ZE/EE shall be issued for drawing POL bearing S.No., Registration No. of the vehicle, date, name of the driver, quantity of diesel mentioned in figures & words, time, reading of the mileage meter etc.
3. A separate register shall be maintained in each division giving date wise details of diesel drawn by each vehicle against the issued indent slip.
4. At the end of each month a bill containing details of the quantities drawn & the expenditure incurred shall be received from the petrol pump. The same shall be entered in the measurement books of the division and after checking of Jr. Acctt./Acctt., cheque of payment shall be released within seven days of submission of the M.B.s to the accounts branch.
5. The cheque drawn in the name of the petrol pump shall be delivered by the division enclosed with official letter from EE concerned.
6. If the mileage meter is not functioning, no diesel shall be drawn against such vehicle.



(PUNEET K. GOEL)
 Director(Finance & Accounts)

Copy to :-

1. CEO/MEM(F)/MEM(WS)/MEM(DR.) for kind information please.
2. All CEs for necessary action please.
3. All SEs looking after the work of water maintenance divisions.
4. All EEs -do-.
5. All ACAs -do-.
6. All Accountants -do-.

Copy to M/WS

Sh. Bajaj
 08/07/2003

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