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DELHI JAL BOARD: GOVT. OF NCT OF DELHI  
OFFICE OF THE DIRECTOR (FINANCE & ACCOUNTS)  
VARUNALAYA: PHASE-II, KAROL BAGH  
NEW DELHI- 110005

NO.DJB/DIR(F&A)/2004/

16131

Dated...11-2-2004

Sub: Procedure for concurrence of tenders.

Delhi Jal Board is presently following system of processing cases of estimates / tenders in which the scrutiny is done by the technical wing and finance wing concurrently. It is felt that technical and administrative sanction should be distinct from financial concurrence. Therefore, it has been decided that the following procedure will be followed for concurrence of estimates.

- 1 Estimate will be prepared by JE / AE, forwarded to EE, SE and so on as per delegation of powers for technical sanction and administrative approval. After obtaining technical sanction and administrative approval for all cases of estimates, the file will be routed through the concerned divisional EE to the Jr. Accountant.
- 2 Jr. Accountant shall maintain a separate noting sheet hereinafter called as "financial buff sheet". All observations and remarks of the officers of the finance department shall be recorded on this sheet. Jr. Accountant will make his observations on the buff sheet and forward it to the Accountant who will pass it on to the ACA and so on till Member (F) according to the delegation of financial powers.
- 3 Having obtained financial concurrence at the appropriate level, the financial buff sheet shall be retained by the concerned Accountant who shall be the custodian of all financial buff sheets and a remark will be appended to the technical department file that the proposal is concurred vide finance ID No. in the format (Name of division-5 digit running S.No.-2004).
- 4 At the stage of estimates no liability shall be booked by Jr. Accountant. Therefore, the engineering wing is free to prepare a shelf of estimates / proposals for execution of works. However, the proposal once concurred by finance department shall be valid for one financial year.
- 5 All further examination by finance department pertaining to the same work shall be done on the same buff sheet. It is important therefore that the Accountants should maintain a proper record of each file preferably in computer.

For cases of financial concurrence at the stage of tender and award of work will be as follows:

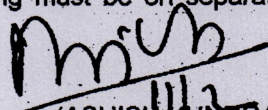
*ACA/TC*



- a) Tenders will be floated by EE as per prevalent practice. At this stage, Jr. Account will provide all assistance for preparing the comparative statement and scrutiny of tender document etc.
- b) Thereafter the proposal will be sent upward to SE / CE / Member as per delegation of powers for acceptance of tender. At this stage, the present practice followed for association of finance department personnel in conducting negotiations if required shall continue. After negotiations a summary record of negotiations shall be signed by the engineer and representative of finance department.
- c) Having accepted the tender, the file will be sent through concerned EE to concerned Jr. Accountant. Jr. Accountant then forwards the case to the concerned Accountant who will make his comments on the same buff sheet pertaining to that work where estimates have been concurred. Thereafter the file along with buff sheet will go to ACA / Dy. A&FO / Director (F&A) / Member (F) for financial concurrence as per delegation of powers.

In the end, the file shall be returned to the department with a concurrence note of the finance department and buff sheet shall be retained by concerned Accountant.

It is clarified that technical wing in the first instance at the stage of negotiation of rates and examination of tenders received will first accept the rates and then forward to finance for concurrence. Further both in tender and estimate case if the file is returned by Finance with observations, the clarification of Engineering wing must be on separate sheet and not on the finance buff sheet.

  
(ASHISH KUNDRA)

DIRECTOR(FINANCE & ACCOUNTS)

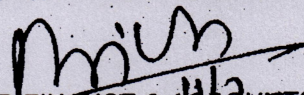
All Ex.Engineers

All ACAs

All Accountants/Jr.Accountants

Copy to:

1. Member(Finance)/Member(W)/Member(Dr)- for kind information.
2. All Chief Engineers
3. All S:Es

  
(ASHISH KUNDRA)

DIRECTOR(FINANCE & ACCOUNTS)



**DELHI JAL BOARD**  
**OFFICE OF THE CHIEF ENGINEER (C)-I**  
**UNALAYA PHASE - II, CAROL BAUG, NEW DELHI-110006.**

No. FS(87)/CE(C)I/99-

531-52

DATED: 16/02

Central Ground Water Board, based on their expertise in the field and studies undertaken for development and application of new technologies in drawl of ground water and for assuring the sustainability of the precious resources, has recommended for use of Johnson Screen for rocky as well as alluvial area of Delhi for better well efficiency and life of the tubewell. Central Ground Water Board has already used Johnson Screens in tubewells being got dug by Water Construction Wing of Delhi Jal Board in Palla Alipur and in Trans Yamuna Area also, these have been used achieving much better discharge. Central Ground Water Board have also proved the efficiency of Johnson Screen in hard rocky areas of Delhi.

Detailed letter dated 28.1.2000 from Central Ground Water Board and detailed specifications of all welded Low Carbon Galvanised cage type wire wound screen are enclosed for reference and application by all concerned in place of conventional slotted pipes in new tubewells.

Encl. As above

*C. N. P.*  
CHIEF ENGINEER (C)-I

SE(W)-I.

SE(W)-III

SE(W)-II

File is enclosed FOR PREPARING RATE ANALYSIS OF THE ABOVE ON RATE CONTRACT ISSUED BY Controller of Store (Punjab) and supply order of Govt. of India Central Ground Water Board for scrutiny by Planning Deptt.

All EEs(W):

*13/02/00*  
प्रशासनिक अधिकारी (सहायता)  
Administrative Officer (Vig.)  
दिल्ली जल बोर्ड,  
राष्ट्रीय राजधानी क्षेत्र दिल्ली, दिल्ली सरकार  
Govt. of N.C.T. of Delhi

*13/02/00*  
प्रशासनिक अधिकारी (सहायता)  
Administrative Officer (Vig.)  
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राष्ट्रीय राजधानी क्षेत्र दिल्ली, दिल्ली सरकार  
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