

OFFICE OF THE MEMBER (FINANCE)
DELHI JAL BOARD: GOVT. OF NCT OF DELHI
VARUNALAYA KAROL BAGH: NEW DELHI-110005.

68/c

(3)

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NO.DJB/MEM (F)/2005/ 3.3.218

DATED:- 18/3/05

INSTRUCTIONAL ORDER

(A) It has been brought to the notice of undersigned that pump-set, motors are being repaired during the guarantee period. It is learnt that considerable expenditure is being incurred on repair of equipments installed on various installations of South zone. Henceforth, before the estimate for repairing of Pump-set Motors and other installation is prepared the following details should be prepared :-

- (i) Maintenance Register for each installation should be maintained separately and the maintenance register should be given separate pages for each major equipment viz Motor, submersible pump; mono Block, Panel Board of HT lines, Transformer etc.
- (ii) The page of each equipment shall contain serial No. of equipment allotted by the division, the serial No. allotted by the manufacturer if any, the initial cost of equipment with reference of order no. & date the expenditure incurred on their maintenance from time to time indicating work order No., date, cost thereof and guarantee period.
- (iii) Guarantee period of each pump-set, Motor and other installations should be clearly laid out. At the time of payment of repair of any equipment Maintenance Register shall be submitted to the concerned ACA who will counter sign. the same.

(B) Instructions have been also issued for spot quotation vide letter No. DJB/DIR. (F&A)/2004/125913 dated 01.09.2004. Strict compliance to said instruction should be ensured.

E. (S) - II
Copy No. 8222
dated 21.3.05

27/8/05

AE (C&P) / to me.

4/11/05

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It has been also brought to notice that a large number of repeat orders are being issued. This should be avoided and in case they are of urgent need, the sanction should be obtained from the concerned Authority as laid down in Delegation of power and financial concurrence of ACA concerned for cases up to Rs. 10.00 lac/ Director (F&A). for cases up to Rs. 50.00 lacs/ Member (Finance) for cases up to any limit, as per order of the Director (F&A) issued on dated 01.09.2004 in respect of Spot Quotation.

(D) It is generally observed that a poor response is being received on floating of NITs in E&M side as well as civil side. It may, therefore be ensured that every NIT is displayed on DJB web site & a certificate in this respect be recorded by division concerned at concurrence/release of payment stage that NIT has been displaced on DJB web site, duly acknowledged by PRO section.

(E) Purchases of E&M equipment should be made only from manufacturers and in case of authorized dealer as so intimated by the manufacturer. (H)

(F) It has been observed that cases for purchase of E&M equipment are generally split up deliberately in spite of the fact that all these cases of supplies/works have been included in the same NIT. This should be avoided & consolidated proposals be framed up to attract competitive rates.

(G) While framing estimates for procurement of E&M equipment, discount available on the latest price list should be considered.

(H) It is felt that estimates for purchase of E&M equipments are prepared on prevailing market ~~rate~~, often without considering the trade discount involved, there is no scope for adding any other component in the estimated cost to justify the received/tendered rates. Hence in such cases 10 % CP may not be considered in departmental justification.

I) It is seen that various makes of a product are mentioned in the estimates for procurement of E&M equipments, it must be ensured that rates taken in the estimate are of the make having lowest price, which also meets departmental specification.

J) Guarantee & original test certificates of E&M equipments should always be on printed form of the manufacturer with proper serial no. etc.

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(K) Submersible pumps/motors must be got repaired invariably from manufacturer/Authorized dealer. Efforts made to pursue the manufacturer/Authorized dealer to repair the E&M equipments are brought on record.

Any deviation from the instructions would be viewed seriously.

All Ex. Engineers.

MEMBER (FINANCE)

Copy for information to:

1. C.E.O., D.J.B
2. Member (WS)/(Dr.)
3. All Chief Engineers
4. Director (F&A)
5. All Dy.A.&F.Os
6. All A.C.As

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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/DIRECTOR (F&A)/2006/

DATED: 08-06-2006

60388
CIRCULAR

The Pre-Audit Cell in DJB has recently been disbanded with effect from 1/4/2006. The job previously entrusted to Pre-Audit cell relating to scrutinizing the Contractors bills before release of payments, shall henceforth be undertaken by concerned Jr. Accountants/Accountants/ACAs. There is need to ensure that a uniform accounts procedure is adopted in DJB in raising contractor's bills/effecting due recoveries. It is, therefore, emphasized that each Division should submit the requisition in the following check list performa duly filled in and signed by concerned Jr. Accountant/Accountant/DDO along with each and every bill for signature of A.C.A. Concerned.

(Signature)
(ASHISH KUNDRA)
Director (Finance & Accounts)

All D.D.Os

All Jr. Accountants/Accountants/ACAs & Dy. A&FOS

Copy for kind information to:

1. C.E.O.(DJB)
2. Member(A)/Member(F)/Member(WS)/Member(Dr.)

(Signature)
Director (Finance & Accounts)

CC A.W.W.
607
Copy No. 9.6.06

A.C.A. I

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