

DELHI JAL BOARD, GOVT. OF NCT OF DELHI  
OFFICE OF THE DIRECTOR (F&A)  
KAROL BAGH : NEW DELHI.

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

125912

Date:- 10-9-04

Instructional Order

It has come to the notice of the undersigned that spot quotations are being called in divisions as a routine matter without making any assessment of real emergency involved in the cases. This results in lack of competition of rates besides involvement of financial loss to the department due to non-deposition of tender fees. Therefore, spot quotations should be invited only in real emergent nature of cases accompanied with details of emergency involved in such cases while seeking approval.

In order to exercise a better check and control, it has been decided that henceforth, the cases of the spot quotations should be got concurred from the following financial authorities.

- |    |  |                  |
|----|--|------------------|
| 1. | Cases up to 10 lacs                    | ACA Concerned    |
| 2. | Cases up to 50 lacs                    | Director (F&A)   |
| 3. | Cases above 50 lacs<br>up to any limit | Member (Finance) |

The above instructions are for strict compliance and any laxity in this regard shall be viewed seriously.

*Mim*  
Director (Finance & Accounts)

All DDOs/All SEs/ Dy. A&FOs/ACAs/Accts/Jr. Accts

Copy for information to :-

1. CEO
2. CVO
3. Member (Finance)/Member (Admn.)/Member (Water)/Member (Drainage)
4. All Chief Engineers

*Mim*  
Director (Finance & Accounts)

ACA/WW

\* C.A. (W.W.)

Copy No. 1854

Date 12/9/04