

DELHI JAL BOARD: GOVT. OF N.C.T OF DELHI
OFFICE OF THE DIRECTOR (F&A)
VARUNALAYA PHASE-II, KAROL BAGH
NEW DELHI

NO. DJB/DIR(F&A)/PRE-AUDIT/2004/148122/10 DATED 02/11/2004

INSTRUCTIONAL ORDER

SUB: PROCUREMENT VOUCHERS

In most of the divisions of E&M, Bearings of different size of FAG/SKF make are being supplied by M/s. V.V. Grasons & Co., 73, Shardhanand Marg, (1st Floor), G.B. Road, Delhi. It has already been made clear to the divisions that original Procurement Vouchers be obtained from the Contractor. M/s. V.V. Grasons & Co. adopted a policy of supplying photocopies of very old (for the year 2000 to 2003) Procurement Vouchers of Bearings and the same are being accepted by almost all the divisions despite repeated observations of the Pre-Audit Cell. It is not possible for the Pre-Audit Cell to maintain an account showing that in how many divisions the said Contractor had supplied photocopy of a Procurement Voucher. Further, Test Certificate and Guarantee of the manufacturer of the Bearing and other items are not being obtained by the Division from the Contractor.

In view of above, Executive Engineers are directed for strict compliance that:

- a) Original Procurement Voucher of bearings and other items be obtained from the Contractor. C.A No. and consumption be noted thereon and then attested copy be enclosed with the Bill. Cuttings & use of white/coloured correcting fluid on the Procurement Voucher is prohibited;
- b) Test Certificate and Guarantee of the Bearings and other items (issued by the manufacturer) be obtained from the Contractor alongwith the Bill.

Any laxity for not adhering to the above instructions will be viewed seriously.

All Accountants
All Jr. Accountants


DIRECTOR (F&A)

Copy to:

1. Member (Finance) for information.
2. All EEs of Maintenance, SDW & E&M division
3. All ACAs with the instructions to ensure the above before releasing the payment.

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