

**DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI
OFFICE OF THE MEMBER (WATER SUPPLY)
VARUNALAYA PHASE: II: KAROL BAGH
NEW DELHI: 110005.**

No.DJB/Member (WS)/B3/04/

INSTRUCTIONAL ORDER

Dated: 21/7/2014

It has been reported and also observed that the divisional staff is not performing their duties in right earnest in dealing with the tender cases. The tender case files sent to them for clarifications etc. are kept unattended for months together. Some of the cases have been finalized at the last hours by putting special efforts and the files had to be processed hand to hand, so as to finalize the case before expiry of validity. In some cases validity has expired due to holding the files by the divisional staff for a long.

To achieve the expeditious disposal of the tender cases, instructional orders dated 106.04 & 13.7.04 has already been issued. It is once again enjoined upon all the officers/officials to move precisely and to ensure that no file is delayed in their respective offices. It needs to be noted that every officer/official is duly bound to attend to his/their work and there is no room to wait for persuasion by the other. In case of any difficulty the Divisional Engineer is required to report to SE. Further the Divisional Engineer shall review the case of tendering initiated by his office within a month to avoid validity to expire for the cases at divisional level. If the tenders are invited by CTC he will get the status & in case of any difficulty, he shall bring out to the notice of his SE/superiors.


(S.S. Mondal)
MEMBER (WS)

All CE's/Director (F&A)/All SE's/
All Dy.A&FO's/All EE's.

Copy for kind information to: CEO/Member(F).


MEMBER (WS)