

OFFICE OF THE CHIEF ENGINEER (SDW)
DELHI JAL BOARD: GOVT OF NCT OF DELHI
SEWAGE TREATMENT PLANT : KESHOPUR
NEW DELHI-110018

Office of the Member (Dr.)
Diary No. 5895
Date 22/12/14

NO. F- /DJB/CE(SDW)/2014 692

DATED: 19/12/14

INSTRUCTIONAL ORDER

It has been observed that various proposals for procurement and repair of plants & machinery from various offices have been found to be incomplete and the process file is sent without adequate scrutiny for completeness and correctness of contents in the file at the level of Superintending Engineers & Executive Engineers. Finance also makes repeated query about the same, resulting in delays of maturing of the proposals. Following observations are therefore once again reiterated:

- 1) EE(SDW)s shall maintain the following information in the divisional office, all the time, irrespective of the fact, whether equipment require repair or not as on date:
 - a. Listing of all equipments/assets, installation wise,
 - b. Complete postal address of each of manufacturer in (a) above
 - c. Name, designation and e mail id of the senior, responsible executive of the Manufacturer, responsible for the procurement or repair needs, for the particular equipment.
 - d. The information should be regularly updated.
 - e. Above mentioned complete information should be prepared by the EEs, for all equipments and for all installations, as per Annexure 'A' and a copy be sent to this office by 29-12-14.
- 2) As soon as, a breakdown of equipment is reported or a procurement of stores is generated, the Executive Engineers shall write to the concerned senior and responsible executive of the Manufacturer, as per information at (b) and (c) in para 1 above, considering/incorporating for the following:
 - a. All such communications from EE/SE should be from his official e-mail ID only.
 - b. The letter by post shall be sent through Speed Post and a copy of the same, as proof, be placed in the process file.
 - c. The communications to the manufactures, without the name of the executive, should be avoided to save time the process time as the same

Keep in record
E.E. [Signature]
Hk [Signature]
23/12

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are likely to take considerable time to reach the concerned executive, within his office.

- d. The letter from the EE should clearly state the following
 - i. Complete details of rating etc of the equipment, in question.
 - ii. The nature of repair/procurement etc required
 - iii. Departmental terms and conditions and it should be mentioned that no other condition shall be acceptable to the department.
 - iv. Manufactures should respond within a week's time.
 - v. Any other useful and relevant information, connected with the case.
- 3) In case the Manufacturer does not respond within a week's time, a reminder shall be issued on a similar lines, duly mentioning therein that Manufacture needs to reply within next 7 days, failing which it shall be presumed that the Manufacturer is not interested to carry out the work and no further reference shall be made with the Manufacturer again, in this regard.
- 4) In case, the Manufacturer responds and their authorized dealer furnishes offer, as the case may be, the note of the EEs and SEs, should categorically capture the following information in their note:
 - a. The copy of the fault report/requirement suggested by the staff for repair or the procurement.
 - b. The e-mail/letter written by the EE to the manufacturer, duly mentioning the page number of the file, wherever placed.
 - c. The e-mail/letter by which the Manufacturer responded to the divisional office, duly mentioning the page number of the file, wherever placed.
 - d. The e-mail/letter by the authorized dealer in terms of authorization by the Manufacturer, duly mentioning the page number of the file, wherever placed, as the case may be.
 - e. The e-mail/letter written by the EE to the manufacturer for confirmation of the price, duly mentioning the page number of the file, wherever placed, as the case may be.
 - f. The e-mail/letter written by the manufacturer for confirmation of the price, offered by the authorized dealer, in the response to the EEs letter, duly mentioning the page number of the file, wherever placed, as the case may be.
 - g. For emails, copy to be placed in the file, print out should be taken, in such a way that the communication from (a) to (e) above are available on a

separate page duly mentioning the page number of the file, wherever placed. SEs can guide their EEs to accomplish the same.

h. Any other relevant communication, considered necessary to be highlighted, in the note.

i. All such copies of e-mail communications shall be attested by the EE.

5) In case, the reply is not received even after the 2nd reminder, the case may be processed further to get the same carried out through open tender process by getting it seen by Dir(F&A). It shall not be a bad idea to start writing to local firms, well in advance, for cases where it is in prior knowledge that the particular manufacturer, did not respond in the past also.

6) It is important that above time lines are met for processing of the cases and in this regard a check list Performa, is attached herewith at Annexure 'B', which is required to be filled up by the EE, while sending the cases for seeking approval of the proposal or for permission from Director(F&A). SEs shall critically monitor/review these dates/requirements and forward the proposal to this office, ensuring the availability of the same in the file. EEs shall further pull up their AEs in case there is delay in their part for delays in the timelines, mentioned above.

The above mentioned instructions should not be read in supersession of the contents in existing circulars but only for rationalize the processing to save time for maturing the proposals.

Encl: Annexure 'A' & 'B'


CE(SDW)

Copy to:

- ✓ 1.) Member(Dr.) for kind information
- 2.) All SEs/EEs for necessary compliance.

Annexure 'A'

Sub: Information regarding complete Assets/their Manufacturer/postal address/ email under the office of EE(SDW).....

1.MGD STP at (Installation wise)...e.g.

S No.	Name of equipment	Name of manufacturer	Name & designation of senior/ responsible executive	E-mail Id	Postal address	Remarks
1.	Bar Screen					
2.	Belt Conveyor					
3.	Sluice Gates					

2.MGD STP at (installation wise)...e.g.

S No.	Name of equipment	Name of manufacturer	Name & designation of senior/ responsible executive	E-mail Id	Postal address	Remarks
1.	Bar Screen					
2.	Belt Conveyor					
3.	Sluice Gates					

3.MGD SPS at (installation wise)...e.g.

S No	Name of equipment	Name of manufacturer	Name & designation of senior/ responsible executive	E-mail Id	Postal address	Remarks
1.	HT Panel					
2.	HT Breaker					
3.	Transformer					

Certified that information of all equipments/insulations, under the office of EE(SDW).... is covered above and nothing is left out.

Dated

EE(SDW).....

(4)

S.No.	Description of the process in the case file	Date
1	Date of fault reported or requirement for spare by the staff	
2.	Date of letter/E-mail sent by the EE to the manufacturer	
3.	Date of reminder letter/E-mail sent to the manufacturer	
4.	Date of letter written to the local firms	

S.No.	Nature of the information	Available at the Page no of the file.
1.	Copy of the fault report/requirement suggested by the staff for repair or the procurement.	
2.	The e-mail... letter.... written by the EE to the manufacturer,
3.	The e-mail... letter... by which the Manufacturer responded to the divisional office
4.	The e-mail... letter..... by the authorized dealer in terms of authorization by the Manufacturer
5.	The e-mail... letter.... written by the EE to the manufacturer for confirmation of the price
6.	The e-mail..... letter..... written by the manufacturer for confirmation of the price, offered by the authorized dealer, in the response to the EEs letter, duly mentioning the page number of the file, where placed, as the case may be.
7.	Copy of any other relevant communication, considered necessary to be highlighted, in the note.

EE(SDW)....

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