

DELHI JAL BOARD
GOVT. OF N.C.T. OF DELHI JAL BOARD
OFFICE OF THE MEMBER (W.S.)
VARUNALAYA PHASE-II : KAROL BAGH : NEW DELHI-5

NO.F- 8-3 /DJB/M(WS)/2004-

DATED: 31.01.2005.

INSTRUCTIONAL ORDER

Instructions for timely completion of works, safety measures to be taken during execution of works, quality execution of works etc. have already been issued. The standard documents already placed on web site includes all provisions to deal with subject. It is observed that the Engineer-in-charge are either diluting the provisions or not serious in complying the instructions already issued on various subjects relating to the performance of the contract. Instructions issued in line with CVC guidelines regarding two bid system are also not being complied with. It is, therefore, enjoined upon all the concerned, again, to comply the instructions already issued to avoid departmental action on default / lapse.

In addition to the above, it is felt necessary to make the officers directly responsible for the following:

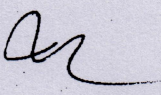
1. Timely completion of work :

For successful timely completion of the work, it is necessary to identify the tasks involved in the relevant jobs, operation, activities and process. Accordingly, instructions for the preparation of Bar chart / pert chart / mile stones (physical and financial) has already been issued. These instructions needs to be complied with more effectively and the provision in the contract agreement has to be adhered to. If needed be, special conditions be incorporated but under no circumstances there should be any time over run. The timely completion of work should come as a firm commitment from the contractor with due diligence and in the right earnest. In the case of default on the part of the contractor maintain the progress as per Bar chart / miles stone etc., immediate action shall be taken by the Engineer-in-charge. Any lapse shall be viewed seriously.

The time completion of works also depends upon the performance of reciprocal obligation by the Engineer-in-charge like handing over the clear site, permission from the local bodies, if required i.e. from MCD / PWD / DDA etc.

2. Safety Measures :

There are provisions in DJB safety codes, model rules of workers and labour regulations in the tender conditions besides clause of contract. Further, instructional orders have also been issued from time to time by various authorities, but the instructions and the provision in the contract agreement are not being adhered to. The engineer-in-charge henceforth shall record certificate in the measurement book that the provisions in respect safety measures has been enforced and are being followed by the contractor effectively, otherwise the finance shall not release the payment. Also the Engineer-in-charge shall be directly responsible for not enforcing the provisions and for not taking due care of safety during execution of work. If needed be the special clause for the safety measure more stringently be made as part of the agreement and be complied strictly. The Chief Engineers shall further issue instruction to all the concerned in line with the directions given by the CEO in the meeting held on 14.1.2005.



3. Information to RWAs :

Before the start of work, the Engineer-in-charge shall inform the RWAs for the scope of work proposed to be undertaken in the area with complete details. A certificate that the RWA was informed for the scope of work before the start of the work shall be recorded in the measurement book.

4. Providing of proper Work Boards :

All relevant information (as per earlier Instructional Order on the subject, of the work) of the contractor and of the Engineer-in-charge must be put on proper board at the site of work prior to its start. These should be strictly enforced. The Engineer-in-charge shall ensure otherwise he shall be directly responsible for the lapse.

5. Barricading :

The contractor shall provide proper barricading to the trenches. The Engineer-in-charge shall allow the work only after he is satisfied with the adequacy of barricading provided by the contractor. Any lapse shall be on the part of the contractor as well as to the Engineer-in-charge of the work.

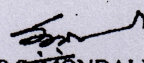
6. 3rd party inspection :

The Engineer-in-charge shall carry out complete technical audit of the report of the 3rd party with respect to the adequacy and its inspections. The action taken on the deficiencies pointed out by the 3rd party shall be reported to the Executive Engineer, who has issued the work order to the 3rd party. Similar action regarding technical audit on the report of the 3rd party shall be taken by the Executive Engineer, issuing the work order before release of payment. The Chief Engineers shall taken further action in the matter as per instructions given by CEO during meeting dated 14.1.2005.

7. Confidential report of the Contractors :

The EE Incharge of the work shall maintain register for performance of contractor for each and every work in the format as given in the CPWD works manual. The performance report for each work in confidential cover shall be forwarded to the enlistment authority through his SE and CE in the month of March every year. Suitable disciplinary action should be initiated in case of defaulting contractors.

The orders be complied strictly and effectively.


(S.S. MONDAL)
MEMBER (W.S.)

ALL CEs/SEs/EEs/Dy. A&FOs.

Copy for information to:

1. CEO, DJB.
2. Member (Finance).
3. Director (F&A).

MEMBER (W.S.)