

DELHI JAL BOARD, GOVERNMENT OF NCT OF DELHI
OFFICE OF MEMBER (FINANCE)
KAROL BAGH: NEW DELHI

No. DJB/Member (F)/2011

27th October 2011

28

120939

INSTRUCTIONAL ORDER

Sub: Pre-empting Project Delays & Consequent Cost Escalations

1. It has been observed that various permissions, which are required for commencement/ smooth progress of work, are not obtained by DJB officials prior to issue of work order. This often results in delay in execution of works/projects and consequent liability of huge payments to contractors on account of cost escalation. Certain pre-emptive measures can, however, help eliminate/ minimise hindrances faced and ensuing extension of time permitted.
2. The following are some hindrances, which are commonly experienced during the execution of works/ projects:
 - i) Permission for Road Cutting from various agencies - MCD/DDA/PWD, etc.
 - ii) Permission for cutting of Trees from Forest Department.
 - iii) Traffic permission from Police Department.
 - iv) Permission for diversion of various services passing through drains, water lines, railway lines, culverts, bridges etc.
 - v) Clearing sites of encroachment.
 - vi) Ensuring availability of sites.
 - vii) Finalisation of design/ drawings.
 - viii) Shut-down permission from water works.
3. The following procedure should henceforth be adopted in obtaining various permissions:
 - i) **Procedure for activity No. (i) – (vii):** Engineer-in-Charge should initiate the process for obtaining permission immediately on receipt of Administrative Approval i.e. before publishing the NIT so that most of the necessary clearances are ready by the date of issue of work order. Any delay in initiating request for necessary permissions would be the sole responsibility of the Engineer-in-Charge. In case there is an issue of inter-division coordination within DJB, the office of Member (Water/ Drainage) should be used to work out an amicable solution, if so required.
 - ii) **Procedure for activity No. (viii):** Tentative period when the shut-down is likely to be granted should be foreseen while fixing the expected time period of completion of the work.

B-1



2020 M1145

4. Hence, the following actions should invariably be undertaken:

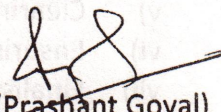
- i) The expected permissions should be clearly listed at the time a file is moved for seeking Administrative Approval.
- ii) The status on these permissions should again be brought out when a case is proposed for award of work.
- iii) The work order issued should clearly reflect the latest status on various permissions required for completion of the work. In case some permission is still awaited at the time of issue of work order, the status of the same should be clearly reflected in the work order itself.
- iv) In case a work order is issued without all clearances being obtained, then *detailed* status of such clearances should be brought to the notice of Chief Engineer, Dir(F&A), Member (Technical), Member (Finance) and CEO *every month* by the Engineer-in-Charge. The delay, if any, *on the part of the Consultant* would be specifically highlighted. The Chief Engineers would then be expected to initiate necessary measures to expedite permissions.

The progress on these counts would be reviewed *every month* in meeting of CEs to be held by Dir(F&A) and the position would be apprised to Member (Technical), Member (Finance) and CEO.

5. Further, it has also been observed that extension of time is often requested on account of rains/ festivals/ events, etc. These are anticipated events and they should be adequately estimated in the expected time period of completion of the work. **No request for extension of time would be normally entertained by Finance for any anticipated event. Also, only those hindrance reasons that have been updated on-line in the Project Monitoring System Module would be considered for grant of EOT.**

6. The instructions would be strictly enforced from 1.11.2011.

7. These instructions issue with the approval of CEO, DJB.


(Prashant Goyal)
Member (Finance)

All CEs/ SEs/ EEs/ CWA/DT&QC/ DDH

Copy for kind information to:

- i) CEO, DJB
- ii) Member(Dr)/ Member(A)/ CVO
- iii) Addl. CEO/Dir (F&A)/DOR/Secy DJB
- iv) All DD(F&A)/ AOs/AOs


Member (Finance)