

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

NO. DJB/DIR.(F&A)/INST./2011/

130235

DATED: 08-11-2011

23.11.2011

INSTRUCTIONAL ORDERS

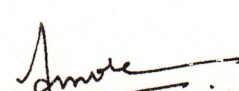
Sub: Modalities for accepting Bank Guarantees.

It has been observed that all Bank Guarantees submitted by Contractors/Agencies for various works are being received in the name of CEO, DJB, without any indication of the name of the division concerned. This makes it very difficult to trace out the actual division at the time of **renewal/foreclosure/invocation** etc. of the Bank Guarantee.

In view of above, all the Heads of Divisions are hereby directed that Bank Guarantees should henceforth be taken in the name of the Division concerned on behalf of C.E.O. by which the work is to be executed.

Further, the Head of Divisions should ensure timely renewal of Bank Guarantees without fail.

✓  
All C.Es./S.Es./E.Es. <sup>EO</sup> (M) W.S.

  
Ashish More 18-11-11  
Director ( Finance & Account )

Copy for kind information to:

1. P.S. to CEO, DJB.
2. Member (Finance)/ (Water)/ (Drainage).
3. Director (Admin.) / (Revenue)

  
18-11-11  
Director ( Finance & Account )

