

**DELHI JAL BOARD, GOVT OF NCT OF DELHI**  
**OFFICE OF THE DIRECTOR (FINANCE & ACCOUNTS)**  
**KAROL BAGH: NEW DELHI**

No.DJB/Dy.Dir (F&A)-II/cash/ 2011/

145475

Dated: 23.12.2011

28

**Instructional Order**

**Subject:- Implementation of Project Management System( PMS) for DJB projects.**

Reference is invited to the office letter No 2302 dated 4-8-2011 issued by Member(Finance) (Copy enclosed) whereby it has been desired to upload the progress report of the project costing above Rs 1 Crore (Rs One crore) in the prescribed format of PMS including photographs of works at site with date.

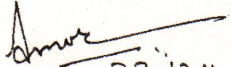
It has been further clarified that no funds will be released for the projects for which progress has not been entered fortnightly by the Contractors /Consultant/3<sup>rd</sup> party agency/divisional head.

The orders of Member(Finance) are reiterated with the clear instructions that no demand of funds allocation for the Zone/circle/division will be entertained unless a hard copy of projects progress (from PMS) is enclosed therewith in case of works costing Rs 1 crore and above.

If the concerned work is of less than Rs 1 Cr then a certificate should be given in writing by AAO and EE concerned as

"It is verified and certified that the work(name of the work) is of less than Rs 1 Cr and is being done by ( the agency name). The AAO must confirm that such hard copy of PMS or certificate is attached with demand while sending it to the Finance Wing.

All concerned are therefore directed to comply with the instructions of Member(Finance).

  
23-12-11  
( ASHISH MORE)

Director(Finance & Accounts)

All EEs/All AOs/AAOs

Copy for kind information:-

1. CEO
2. Member(F)/Member(W)/Member(Dr)/Member(A)
3. All CEs/All SEs
4. All Dy.Director(F&A)s/AO(Treasury)







DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI  
OFFICE OF THE MEMBER(FINANCE)  
VARUNALAYA PHASE- II, JHANDEWALAN,  
KAROL BAGH NEW DELHI-11005

No.: 2302

Date: 04.08.11

**Subject:** Implementation of Project Management System (PMS) for DJB Projects

As we are aware the PMS is being implemented in DJB under the aegis of M/S ISG, the implementation agency. As already directed by the CEO vide Order No. CEO/DJB/2011-74570-74733 dated 01.07.11 and further O.O. issued by the undersigned vide Order No. 2040-2055 dated 11.07.11, all CE/SEs/EEs are again requested to mandatorily ensure the following:

(i) The on-line reporting on periodic progress for all projects having awarded cost  $\geq$  ₹ 1 Crore will need to be ensured by the concerned Executive Engineer/ Divisional Head for this monitoring system. The progress report in the prescribed format of PMS, including uploading of photographs of work at site (with date), will need to be entered by the Contractor, Consultant and Third Party Agency (for quality monitoring) on 1<sup>st</sup> and 15<sup>th</sup> of every month. In case of JVs, the lead partner would need to do the same. Within 7 days of the entry, as above, being made i.e. on 8<sup>th</sup> and 23<sup>rd</sup> of each month, the concerned EE/ Divisional Head will need to submit his verification report on the entries made. Certain entries in PMS, especially at the time of award of work, would, however, require to be entered by the concerned EE/ Divisional Head.

(ii) No funds for payment will be released for the Projects for which progress has not been entered fortnightly by the Contractor, Consultant and Third Party Agency (for quality monitoring) and verified by the EE/ Divisional Head.

(iii) The PMS format will also require uploading the PERT/ CPM chart and hence the same may also be taken from the Contractor and Consultant.

For all ongoing projects having awarded cost  $\geq$  ₹ 1 Crore, the relevant entries must be made by 14<sup>th</sup> August 2011.

2. For all future projects, the following clause must be incorporated in tender documents for every work, including consultancy & third party inspection:

"The on-line progress report in the format of Project Management System will need to be entered by the Contractor/ Consultant/ Third Party Agency (for quality monitoring) on 1<sup>st</sup> and 15<sup>th</sup> of every month. Accordingly, the Contractor/ Consultant would also be required to submit the PERT/ CPM chart before start of work. The Contractor,

Director (F & A)  
Jal Board  
No. 3774  
Dated 4-8-11

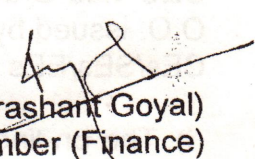
AO (B&M)  
AO (F&A)



Consultant and Third Party Agency will have to upload DPR/ Other Reports/ RFP/ site photographs, etc., with date of submission. By 8<sup>th</sup> and 23<sup>rd</sup> of every month, the concerned EE/ Divisional Head would verify the entries made.

No payment will be released for the projects for which progress has not been entered at the prescribed frequency and in the prescribed format. If so required, Contractor/ Consultant/ Third Party Agency (for quality monitoring) may seek help of DJB for getting one person trained for the purpose."

All Directors/ CEs must ensure strict compliance with the above guidelines.

  
(Prashant Goyal)  
Member (Finance)

All Directors/ CEs

Copy to:

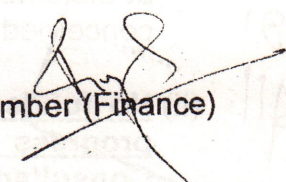
- (1) CEO - for kind information please
- (2) Addl. CEO/ CVO - for kind information please
- ✓ (3) Dir (F&A): To ensure strict compliance from 15 August, 2011
- (4) CPD(ISP), Nodal Officer

Dir (F&A)

DD-I/11/95

4-8-11

→ closed file.

  
Member (Finance)

V. P. Singh

To be followed strictly.