

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

NO.DJB/B&A/2012/

32332

Dated:- 20-3-12

Subject: Observance of economy in the purchase / installation and use of air conditioners – guidelines thereof – regarding.

The Office Memorandum No. F.PA/SSF/2011-12/USFA/48-57 dated 02.03.2012 issued from the office of Special Secretary (Finance), GNCT of Delhi, Finance Department on the subject cited above is hereby circulated to all concerned for strict compliance.

Encl: as above


(K.S. Sharma)

Jt. Director (Finance & Accounts)-II

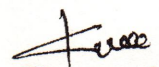
All EEs, DDH, CWA

Copy for kind information to:-

1. PS to CEO
2. Member(Finance)/ WS/ Drainage.
3. All CEs /SEs,
4. Director(F&A)/ A&P/ Rev/ T&QC/ Bottling
5. Dy. Dir(F&A)s/ AO's/ AAO's

M/1053 Sharma 3/4

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Jt. Director (Finance & Accounts)-II



No.F.PA/SSF/2011-12/USFA/46-57
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT
'A' Wing, 4th Level, Delhi Secretariat, I.P. Estate, New Delhi.

Dated: 02-03-2012

OFFICE MEMORANDUM

Subject: Observance of economy in the purchase / installation and use of air conditioners – guidelines thereof - regarding.

Air-conditioners are covered under the economy instructions issued by the Finance Department. Consequently, approval of Finance Department is required for purchase of air-conditioners by departments and / or autonomous bodies under the Government of NCT of Delhi.

2. Air-conditioning proposals could arise from two circumstances: (a) as part of the original proposal for any building, including offices, laboratories and hospital premises; and (b) for already built and functioning premises. For proposals regarding purchase of air-conditioners, in the context of already built and functioning premises, departments must **furnish following information / documents** while seeking concurrence and relaxation of economy instructions:

DJB OFFICE OF THE

Diary No. 6425

Date 16-3-12

ACCOUNTS OFFICER

Dy. Director (F&A)-II

Diary No. 1020

Date 15-3-12

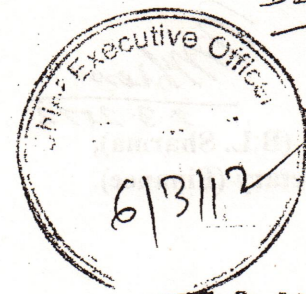
Delhi Jal Board

MEMBER (FINANCE)

DELHI JAL BOARD

DIARY NO. 998

DATE 9/3/12



Director (F & A)

Delhi Jal Board

Diary No. 957

Dated 9/3/12

(i)

The proposal must **clearly state** as to whether the proposed air-conditioner (s) are to be installed in the existing premises or newly constructed buildings / laboratories.

(ii)

If proposed to be installed in existing premises / laboratories as well as newly built premises (office buildings, laboratories, libraries, etc.), then the **grounds / reasons necessitating** the installation.

(iii)

If proposed to be installed because some equipment would be rendered dysfunctional or would have reduced / lesser efficiency, then it should be clarified whether at the time of purchasing the equipment: (a) it was known that air-conditioning is essential for its functioning; (b) this fact was taken into account while purchasing the equipment; (c) alternatives to equipment requiring air-conditioning were explored; and (d) nature / description and date of purchase of the equipment requiring air-conditioning. A certificate (Annexure "A") may be furnished by the officer, technically qualified, stating that but for the provision of air-conditioning, the equipment would be rendered dysfunctional or its efficiency would get reduced or it would develop snag(s) / complications.

(iv)

Details of specific portions of premises with area/dimension of the rooms / laboratories / buildings where AC(s) is / are proposed to be installed.

(contd.....P/2)

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2.3.2012

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- (v) Capacity (tonnage) and the number of air-conditioners to be installed. A certificate of Executive Engineer (Electrical) concerned, regarding the number of air-conditioners required and capacity thereof may be furnished (Annexure "B").
- (vi) If any existing air-conditioner(s) has been condemned or proposed to be condemned, then their particulars such as make / model, year of purchase and report of the Condemnation Committee, etc., may be furnished.
- (vii) Number of air-conditioner(s) and capacity (in respect of each) of the air-conditioners already installed in the existing building / laboratories.

3. Only those proposals containing the above details will be entertained by the Finance Department.

4. This issues with the approval of the Hon' Finance Minister / Hon' Chief Minister.

M Sharma

(B.L. Sharma),
Special Secretary (Finance).

To

- 1. All Pr, Secretaries/Seretaries/ HODs of Departments of Government of NCT of Delhi.
- 2. All Deputy Secretaries/Under Secretaries of Finance Department, Government of NCT of Delhi.

Copy to:-

- 1. Pr. Secretary to Chief Minister, Delhi.
- 2. Staff Officer to Chief Secretary, Delhi.
- 3. P.S. to Pr. Secretary (Finance), GNCT Delhi.
- 4. Controller of Accounts, Pr. Accounts Office, Government of NCT of Delhi.
- 5. Controller of Accounts, Directorate of Audit, GNCT of Delhi.
- 6. All Branches in Finance Department.
- 7. Office Order file/Guard file/Web-site of FD.

M Sharma
23.2.72

(B.L. Sharma),
Special Secretary (Finance).

ANNEXURE "B"

Certificate of Executive Engineer (Electrical)

Certified that I have inspected the office / building / laboratory where AC(s) is / are proposed to be installed and have carried out the measurement of the said building / office / laboratory. The dimensions / area of the said office / building / laboratory are indicated below:

(a)

(b)

(c)

(d)

After due diligence and careful consideration, it is assessed that _____ AC(s) is / are required to be installed in the said office / building / laboratory. The assessment is based on norms / parameters as prescribed in CPWD Manual.

Signature of Executive Engineer _____

Name of Executive Engineer _____

Office Seal

ANNEXURE "A"Certificate of Indents / Technically Qualified Officer

Certified that air-conditioning is required for proper functioning of the following equipment:

(i)

(ii)

(iii)

It is further certified that in the absence of air-conditioning, the above said equipment would be rendered:

(i) Dysfunctional and / or

(ii) Its efficiency would get reduced and / or

(iii) The equipment would develop the following snag(s) / complication(s):

(a)

(b)

Signature of Officer _____

Name and Designation of Officer _____
