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DELHI JAL BOARD DELHI GOVT. OF NCT OF DELHI  
OFFICE OF THE DIRECTOR(F&A)  
VARUNALAYA : KAROL BAGH : NEW DELHI

No.DJB/JDI/FMS/ 2013 48757

Dated 30.04.2013

**Subject: Switch Over to New Financial Management System.**

Instruction regarding switch over to the new FMS due to closure of Old System by NIC have been issued vide letter No.DJB/B&A/2013/6953-7064 dated 17.01.2013 from the office of Director(F&A).

In continuation of the same, the following instructions are being issued for compliance by all concerned :-

1. The amount earmarked to the division according to annual action plan will be circulated by B&A section for information to all divisions for execution of works in plan head and the divisions will send the request for budget allocation and B&A section will allot the work No. within approved budget. Request for budget should accompany the copy of demand submitted to B&A.
2. If the Work No. has been generated in the new FMS then it will be considered the part of action plan for the year. The request for budget should be made only after technical sanction. Henceforth no administrative sanction can be proposed unless the work No. has been allocated. Once Work No. in the system has been generated, it will be considered for approval/concurrence irrespective of the amount allocated against the estimated cost of work.
3. Module for Budget allocation in Non Plan Heads has also been activated. Henceforth, budget allocation for non plan heads also will be made on new system like the plan heads. Thus, Budget For Establishment, power and other heads will be allocated to the divisions in the new system only.
4. All entries pertaining to Hindrances, entry in Measurement Book etc. would need to be made within 15 days of its actual occurrence. The system will not accept the entries which are made after 15 days.

Dy. Dir (V) T 4 June 2013

P. circulate

2. Vistha  
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5. Only down loaded copy of hindrance register and EOT proforma should be accepted by the competent authorities for considering the files of EOT cases. Hindrance registers are to be maintained in the system. All entries pertaining to Hindrances, entry in Measurement Book etc. would need to be made within 15 days of its actual occurrence. Entries not made within 15 days of actual occurrence of the hindrance would not be accepted by the system. No entry can be made in the system after stipulated date of completion of the work if hindrances are not entered and EOT not approved in the system.
6. Measurement Books Issue register has been activated. MBs should be issued and received only through the System by the Accounts Branch.
7. RR Charges/Advertisement Charges/Security Earnest Money and other details should be entered in Work Detail compulsorily.
8. NIT and Work order modules have been activated so NIT and work orders No. will be issued from the system and only the down loaded copy should be placed in file/register.
9. Work related documents such as purchase voucher, map and other documents if any, may be uploaded in electronic form so that it could be viewed wherever necessary.

This issues with the approval of the Competent Authority.

*Nandini*  
(Nandini Paliwal) 30/4/13  
Addl. CEO/Director(F&A)

All EEs/DDH

Copy for kind information to:

1. PS to Chairperson
2. CEO, DJB
3. Member(Finance)/(Admn)/(WS)/Dr /Secretary
4. All CEs/Directors/SEs/ACs
5. All Jt. Directors/Dy. Directors
6. Sr. AOs/AOs/AAOs

For kind information & Recn  
1) EE(C) Vig.  
2) EE(E&M) Vig.  
3) AE(E&M) Vig.  
4) JE(E&M) Vig.  
5) JE(C) Vig-I  
6) JE(C) Vig-II  
*Nandini*  
30/4/13  
Addl. CEO/Director(F&A)