



No. F.1/DJB/Dir(F&A)/2015

129602 to 129876

Dated:- 6/10/15

INSTRUCTIONAL ORDER

Some E&M divisions have been consistently complaining regarding non responsive attitude of manufacturers of various E&M equipments. It has been observed that proof of communication with the manufacturer is often not placed in concerned files resulting in delay in clearance of such cases by the finance. It is proposed the E&M divisions may be directed to pursue the manufacturer vigorously and place all communications on record before forwarding case for relaxation of condition contained in CEO circular dated 06.09.12. In order to streamline the procedure the following method may be adopted:-

1. The Executive Engineer shall send detailed enquiry to the manufacturer through Registered A/D letters and not speed post.
2. A copy of the letter may also be sent to the manufacturer on their official email address.
3. In case the manufacturer fails to respond within 15 days from the date of receipt of Acknowledgement of Registered A/D letter sent by the Executive Engineer, a reminder shall be sent by email.
4. The Executive Engineer shall also pursue the matter on telephone with the manufacturer and place the details of telephonic conversation like Telephone No., Name of Person to whom he called and his designation on record.
5. The Executive Engineer shall certify on file that the address of communication is correct. He may also place a printout of screenshot of manufacturer's address on record.
6. Only Executive Engineer shall be authorised to communicate with various manufacturers.
7. In case the manufacturer fails to respond within 15 days from the date of reminder, the division may forward the proposal for permission to get the work done through open tender enclosing all the documents mentioned above from point No.1 to 5.

These orders are issued with the prior approval of CEO, DJB.

(NEERAJ SEMWAL)
Addl. CEO/DIR.(FINANCE & ACCOUNTS)

All Executive Engineers

Copy to:

1. CEO,DJB- for kind information please.
2. Member(Finance), Member(A),Member(Water) & Member(Dr.) for kind information please.
3. CVO/Secretary (DJB)
4. All Chief Engineers/All Directors.
5. All Sr.AO/AOs & AAOs for strict compliance

Addl. CEO/DIR.(FINANCE & ACCOUNTS)