



DELHI JAL BOARD: GOVT. OF NCT OF DELHI
OFFICE OF THE CHIEF ENGINEER (EAST)
VARUNALAYA PHASE-II: JHANDEWALAN: KAROL BAGH: NEW DELHI

No.DJB/CE(EAST)/2015/ 617

Dated:- 13/05/15

Subject: - Instructional orders regarding MB entry of work done etc.

In-spite of instructions by CEO, It has been further noticed that MB entry of work done is not being done by some JE's regularly. All the SE's/EE's are again directed to ensure following strictly.

1. Entry of work done shall be done regularly without delay.
2. Revision of estimate/ excess over awarded should not be done while executing the work without prior/ principal approval of the competent authority. Moreover, the excess/ revision should not be beyond 20% in any case. Wherever essential proper reasons of revision shall be recorded by SE's/EE's in their self contained note for principal approval.
3. Completion statement / report should be processed as soon as the work is completed & should not be kept pending. The completion should be approved by the respective authorities' w.r.t. the technical/ administrative sanction power delegated & keeping base as the completion / total cost of work done; wherever the completion cost is increased then it should be approved by next higher authority. (may also refer by previous instruction dated 01.10.2014 in this regard).
4. While framing any estimate, proper assessment should be done to avoid splitting of estimate/ work; if the same nature of work is required to be executed in near future on the same alignment or vicinity then consolidated/ single estimate should be framed only.

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5. In case of emergent work if collections of spot quotations are essential then SE/EE should record its emergency after site inspection in their self contained typed note.

I will also check & verify above during my inspections and if any discrepancy is noticed will be seriously viewed & action against concerned SE/EE may be initiated on account of poor monitoring.

This be treated as most urgent please.

Sd/-
CE (East)

All SE's

All EE's

Copy to:-

1. Secy. to C.E.O.: for kind information please.
2. ☒ Member (WS)/ (Dr.): ----- do -----
3. EO to CE(East)
4. M.F & O/c

[Signature]
CE (East)