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**DELHI JAL BOARD : GOVT OF NCT OF DELHI
OFFICE OF THE CHIEF EXECUTIVE OFFICER
VARUNALAYA PH-II, KAROL BAGH, NEW DELHI**

No. DJB/CEO/2016 | 941

Date 02/06/2016

CIRCULAR

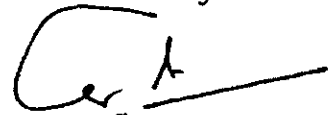
It has been observed that maintenance contracts are not renewed in time resulting in extension of existing contracts. The process for the renewal of the contract is generally initiated at such a late stage that invariably there is no likelihood that new contract would replace the existing contract immediately after the validity of existing contract. In such circumstances, there is no option but to extend the existing contract which is not a desirable situation.

The entire issue requires not only prompt action on the part of all the officers concerned but also active monitoring by the Finance and Audit wing.

Therefore, a comprehensive data base regarding existing contracts, which will eventually be replaced by another maintenance contract, be prepared and the action for the renewal of the contract is monitored closely. All officers are required to prepare a data base in the following format and submit it to the Member (Finance) for compilation of the maintenance contracts:

1. Name of the Division :
2. Officer in-charge :
3. Name of the contract :
4. Purpose of the contract :
5. Name of the company with which contract agreement has been entertained to :
6. Total value of the contract in rupees (lakhs) :
7. Date of initiation of the contract :
8. Date of expiry of the contract :
9. Estimated time for the entire process to bring ^{new} contract in place :
10. Whether existing contract has been on extension (Yes/No) :
11. Total period of extension beyond the original validity of the contract :

The entire process should positively be completed within 10 days of issue of this circular.



(KESHAV CHANDRA)
CHIEF EXECUTIVE OFFICER

Member(A)/Member(F)/Member (WS)/Member(Dr)

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