

DELHI JAL BOARD: GOVT. OF NCT OF DELHI  
OFFICE OF THE MEMBER (WS)  
VARUNALAYA PHASE- II : KAROL BAGH,  
NEW DELHI-110 005

No.F<sup>15</sup>/DJB/M(WS)/2016/1066-1201

Dated: 21-07-2016

CIRCULAR

It has been observed that decisions taken in various meetings chaired by higher authorities are not being complied with. The following decisions have already been taken in the high level meetings held under the Chairmanship of Member (WS) in presence of Member (Dr) and Member (F); on 10.01.2008 & 21.07.2015 which minutes were circulated. The decisions taken are again circulated for strict compliance:

1. **Submission of completion plan with Mapping Cell** -It will be the responsibility of the concerned Executive Engineer to send the completion plan submitted by the agency to the Mapping Cell within 15 days of the submission by the contractor after verification. Mapping Cell will also integrate completion plan within 15 days under intimation to concerned EE. The final bill to the contractor shall be released after 15 days of the submission of completion plan.
2. **Availability of Road Cutting Permissions:-** All the required permissions for successful completion of the project should be listed while conceiving the estimate and obtained before issue of the work order. It is the responsibility of the concerned division to obtain statutory permissions. The concerned contractor shall also pursue the concerned departments for seeking such permissions.  
In case of abnormal delay in grant of required road cutting permissions by MCD / PWD etc. in spite of road restoration amount having been deposited by the department, report to such effect shall be put up to concerned CE/ Member on monthly basis for taking up the matter at the appropriate level.
3. **Extra Items:-** Determining the rates of extra items shall be worked out in line with provisions under Clause 13.1.3 of DJB Clauses of Contract. Procedure and guidelines as per CPWD manual under Sub Para A. (3) of Para 24.3 under Section 24 of CPWD Works Manual 2014 titled "EXTRA SUBSTITUTED AND DEVIATED ITEMS OF WORK" as circulated vide Instructional Order No. DJB/CE (Plg)W/2016/66 dated 03.03.2016 be considered and adhered to for arriving at the rates.  
In principle approval of concerned Chief Engineer before execution of extra item shall be mandatory. There shall be no necessity to seek separate & fresh administrative approval if total expenditure of the work including effect of extra items remains within the awarded cost. After the work is completed, the concerned SE shall be competent to accord technical approval to completion report incorporating any such extra items.
4. **Issue of Excise Exemption Certificate (PAC):** -The concerned Executive Engineer shall ensure completion of all required formalities for issue of PAC for submission of



proposal with the office of the concerned DC within seven days of receipt of request from the contracting agency. In case the E.E. feels that delay is being caused at DC level OR if the concerned DC impose any rider which is not formal part of the Notification issued by GOI, the matter shall be reported to Member (WS) through C.E. for taking the matter with Divisional Commissioner (Revenue) Delhi Govt.

5. **Tender Conditions having financial bearing on tendered rates:-**Provisions in NIT such as providing SUV vehicles on 24x7 basis for departmental officers, rider for non payments of extra items those can be measured & paid separately on actual basis etc. be avoided as these have financial bearing on the cost of the work. Such provisions shall be done only with prior approval of concerned Member (WS/DR) by giving proper justifications.
6. **Finalization of Bills:-**Timely action shall be taken by the Executive Engineer to complete the required formalities such as:-
  - a. Where sanction to extension of time is involved / required, the cases for the same should be initiated well before expiry of stipulated date of completion.
  - b. Where sanction to excess over estimate is required, the cases for same should be initiated well before the awarded value of the contract is exhausted.The bill shall be finalized immediately after its successful completion within 30 days even if the laid water main are not commissioned due to non availability of water with the department.
7. **Withholding of amount for want of EOT in extended period :-**Case where extension of time to complete the work is required, the contracting agency shall apply for grant of extension at least 30 days prior to the stipulated date of completion. The case for grant of same shall be put up to the competent authority immediately by EE so that EOT is granted before the expiry of completion date. Where there is reasonable ground and the delay is not attributed on to the part of agency, the E.E. shall record the same in measurement book and no payment shall be withheld for delay in approval of E.O.T.
8. **Renewal of Performance Guarantee:-**Where the work is prolonged beyond the completion date for the reasons beyond the control of the department as well as the contracting agency, Performance Guarantee be got deposited from the agency for value of balance unexecuted work as a Guarantee to perform the balance left out work.
9. **Ratification of emergent nature cases:-**It has been observed that emergent work like repair to burst water main, removal of contamination etc. is taken up after collecting spot quotations but completion of formalities are delayed badly. It is enjoyed upon all the concerned that in such cases the case be processed in the right earnest and whatever the clarification is required by any of the reviewing officer, it should be recorded once for all. There should be no delay beyond 30 days from the day of taking the work.

All Chief Engineers  
All Superintending Engineers  
All Executive Engineers

  
Member (WS) 21/7/16