DELHI JAL BOARD: GOVT. OF NCT OF DELHI
OFFICE OF THE EXECUTIVE ENGINEER (SDW)-II
OKHLA SEWAGE DISPOSAL WORKS, MATHURA ROAD
NEW DELHI- 110025.
E-mail:- delhijalboard2@gmail.com Ph. 011-20904819

No. DJB/EE (SDW) II/ 2026/ 170

Dated:- 24/04/2026

CIRCULAR

Sub:- **Missing file regarding "Up-gradation of existing 0.66 MGD STP to 1.00 MGD at Molar band to achieve the parameters of treated effluent recently prescribed by DPCC/CPCB with 2 years DLP and 10 years Operation & Maintenance."**

It has come to the notice of this office that the estimate file pertaining to the above cited subject is not traceable in this division and sincere efforts were made to trace out the same but it has not been traced out till date in this office. It appears that it might have been clubbed with other files inadvertently or would have gone to some other office. Therefore, all the DDO's are requested to check their record and if found the same may kindly be returned to this office. In case of no response within 15 days it will be presumed that the same is not traceable and action will be initiated for creating duplicate file.

-sd
(ANIL KUMAR)
Executive Engineer (SDW) - II

Copy to: -

1. All CE's/SE's/EE's : For kind information Pl.
2. ~~EE (EDP) Cell~~ : To upload on website pl.
3. Office Copy

Dy. Director (IT)
Delhi Jal Board, GNCTD
Dy. No. 667 27/4/26

Prg I
27/04/2026

24/4/26
(ANIL KUMAR)
Executive Engineer (SDW) – II

	DELHI JAL BOARD: GOVT OF NCT OF DELHI **OFFICE OF THE DIRECTOR (F&A)** **VARUNALAYA PHASE-II, KAROL BAGH,** **NEW DELHI**	Azadi Ka Amrit Mahotsav

No.F.155/DJB/AO(F&G)/post facto approval/2026/ 170 **Date:- 23-4-26**

Order 08

It has been noticed that the Instructional Orders issued by Finance, DJB (Hq) vide No. DJB/Fin./Dir.(F&A)/2015-16/48724 to 48965 dated 30-04-2015 with refrence to compliance of the instructions issued by the CEO, DJB vide letter No. F.220/Dir(F&A)/2012 dated 06-09-2012, are not being followed by the divisions (Copies enclosed). It has been mandated in the above referred Instructional Orders that:-

"in all cases of proprietary purchases/repairs more than the limit prescribed in the above referred orders, prior approval would be taken from the Director (F&A) through Joint Director (F&A). In case the manufacturer does not respond to enquiries and purchase/repair from other sources is required to be undertaken, then all such cases, without any lower fianancial limit, would require clearance from Director (F&A) through Joint Director (F&A). Further, in case of an emeregency, for reasons to be recorded in writing and supported by dated site photographs, the purchase would be made by concerned Chief Engineer at his level without limits as prescribed in the above referred I.O., at the end of each month the respective AOs will send a Division-wise list of all emergency and proprietary purchases/repairs of any amount, to Director (F&A). In case of emergency purchase/repairs, Internal Audit team of DJB would audit 100% of such cases every quarter and submit a report for consideration of Member (Finance) and Director (F&A)."

It is, therefore, directed that all concerned officers/officials shall ensure strict compliance of the above refererred instructions in its letter and spirit without excuses. Any lapse or deviation in compliance shall be viewed seriously and may invite appropriate disciplinary action against the defaulter as per applicable rules.

This issues with the approval of the competent authority.

Encl:- As above.

Dy. Director (IT)
Delhi Jal Board, GNCTD
Dy. No. 744 dt 24/4/26

(Ravinder Kumar)

Director(F&A)

All DDOs/EEs/Sr.AOs/AOs/AAOs

Copy for kind information to:-

1. P.S. to CEO, DJB
2. P.S. to Member (Admn.)/Member(Fin.)/CVO/Addl. CEO
3. CE-Nodal(WS)/Dr./All CEs
4. All SEs/Joint Directors/Dy. Directors
5. DD(IT) with the request to please upload the same on the official website of DJB
6. Order register

(Ravinder Kumar)

Director(F&A)

Prg I
27/4/2026

1/c

OFFICE OF THE DIR. (F&A)
DELHI JAL BOARD: DELHI SARKAR
VARUNALAYA PHASE-II, KAROL BAGH
NEW DELHI-110005

No. DJB/Fin./Dir(F&A)/2015-16/ 48724 to 48965 Dated:- 30-4-15

INSTRUCTIONAL ORDER

Instructions were issued by the CEO, DJB vide Letter No. F.220/Dir.(F&A)/2012 dated 06.09.2012 regarding the cases of procurement of proprietary spares/equipments/repairs but these are not being complied by the all divisions. It is once again reiterated that "In case of an emergency, for reason to be recorded in writing and supported by dated site photographs, the purchase would be made by concerned Chief Engineer at his level without limits referred to in para no.3 of instructional orders dt. 06.09.12. At the end of each month the respective AOs will send a Division-wise list of all emergency and proprietary purchases/ repairs, of any amount, to Dir.(F&A). In case of emergency purchases/ repairs, Internal Audit team of DJB would audit 100% of such cases every quarter end submit a report for consideration of Member(Finance) and Dir.(F&A)".

In view of above, all the AOs are required to send a division wise list of all emergency and proprietary purchases/repairs of any amount to Director(F&A). The Internal audit shall audit all such cases 'exceeding the limits of Rs.2 lakhs for distribution (including SPS/BPS on distribution side) and Rs. 5 lakhs for WTP/STP works (including SPS/BPS on bulk side), and submit a report for consideration of Director (F&A) and Member (Finance).

It has come to notice that in certain cases, the above Instructional Orders are not being followed by the Divisions concerned strictly. It is therefore, finally reiterated that after a work has been completed, the concerned Divisions must send the information/quarterly list of such works to the Internal Audit for scrutiny & submit the report to Director (F&A) & Member (Finance) for further consideration.

Any lapse will be viewed seriously.

Encl. As above

(H.V. TANDON)
DIRECTOR (FINANCE & ACCOUNTS)

All Executive Engineers

Copy to;

1. PS to CEO
2. Member (Finance), Member(Water) & Member(Dr.) for kind information please.
3. All Chief Engineers.
4. All Sr. SAO/AOs for strict compliance
5. All AAOs for strict compliance.
6. EE (EDP)- for upload in the website pl.

DIRECTOR (FINANCE & ACCOUNTS)

MC

REMINDER

OFFICE OF THE ADD.CEO/DIRECTOR (F&A)
DELHI JAL BOARD: DELHI SARKAR
VARUNALAYA PHASE-II, KAROL BAGH
NEW DELHI-110005

No.DJB/Fin./Dir.(F&A)/2015-16/ 134647 to 134809 Date:- 15-10-2015 16

Sub: - Discrepancies/Irregularities noticed while scrutiny of Accounts of E&M/Civil divisions on account of non-compliance of standing instructions of CEO, DJB dt.06.09.12 issued for procurement of "Proprietary Spares/Equipments/Repairs".

This refers to instructional order issued by the Dir.(F&A) vide letter No.DJB/Fin./Dir.(F&A)/2015-16/48724 to 48965 dt.30.04.2015 with reference to complying with the instruction issued by the CEO, DJB vide letter No.F.220/Dir.(F&A)/2012 dated 06.09.2012 (printed on back side). It has come to notice that in certain cases, the above Instructional Orders are not being followed by the divisions strictly even after instructions issued in this regard. Monthly reports of emergency and proprietary purchases/repairs were required to be sent to this office at the end of each month division wise by the respective Sr.AOs/AOs.

You are once again directed to submit a complete report of the works for the period 2014-15 onwards to the Internal Audit for scrutiny <u>with in 15 days positively</u> from the receipt of this letter for further consideration.

Any lapse will be viewed seriously.

(NEERAJ SEMWAL)IAS
Addl. CEO/DIR. (F & A)

Sr.AOs/AOs Concerned

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 Ex.Engineers.
5. All AAOs for strict compliance
6. EE(EDP)-for upload on the website pl.

Addl. CEO/DIR. (F & A)

P.T.O.

3/C

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(32)

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DELHI JAL BOARD: G
OFFICE OF THE
VARUNALAYA PH-II KAROL BAGH NEW DELHI

No. F.220/Dir(F&A)/2012/ 96528

6 SEP 2012
~~13 Aug 2012~~

INSTRUCTIONAL ORDER

1. In the cases of procurement of proprietary spares/ equipments/ repairs, the following instructions shall be followed by all concerned:

   i. The Executive Engineer Incharge will convey his requirement to the manufacturer giving complete details, including model and S.No. of the equipment installed and seek technical & commercial offer from the manufacturer directly.

   ii. The manufacturer should submit the offer directly quoting the lowest rate with complete terms and conditions. The manufacturer would certify that the offered goods are its proprietary items, are applicable against model and S.No. of existing equipment, and that the quoted rates are the lowest offered by it and as applicable to Government/ Government organisations.

   iii. As per its marketing policy, a manufacturer may choose to supply the equipment directly or direct the order to its authorized dealer to supply (or repair) the spares/ equipement, and through whom the order is proposed to be executed on same terms & conditions as that of the manufacturer. The rate shall be quoted by manufacturer/ authorized dealer only.

   iv. The Division will prepare estimates based on rates quoted by manufacturer, and recommend its approval by the Competent Authority. All details, such as make, model, S.No. of existing equipment, date of previous purchase, previous price, stock position, justification of purchase and quantities included in estimate, would be clearly mentioned in the proposal before seeking approval from the Competent Authority.

   v. If manufacturer chooses to supply through its authorized dealer, a copy of the purchase order on the nominated authorized dealer will be sent to the manufacturer. The manufacturer would acknowledge (sign and stamp) the same and send it to the concerned division.

   vi. The manufacturer shall stand guarantee for genuineness of all supplies made to DJB or repairs carried out by its nominated authorized dealer, and shall remain involved till the execution of work/supply order.

   vii. The manufacturer/ authorized dealer would also submit necessary test certificates (in case of supply of equipment) and guarantee certificates (for both equipments and spares) issued by the manufacturer. The authorized dealer will also submit a copy of the transporter's GR against which the spares/ equipments were received from the manufacturer.

   viii. For such procurement/ repairs, the AE would do 100% checking and the EE would do atleast 50% checking. This would be certified on the back of invoice against that procurement/ repair.

   ix. DJB will release payment only after due acknowledgement (written confirmation accepting the supply order, along with a copy of order duly stamped and signed)

जे ओम. F&A-II

Jt. Director (F&A)-II
3407

has been received from the manufacturer, and work/supply order ha[illegible] executed as per specifications.

(16)

x. AAO and AO will allow the release of payment only if the above guidelines a[illegible] scrupulously followed. They shall record a certificate of complete satisfaction whi[illegible] allowing such release of payment.

2. The above instructional order will also apply on execution of works through manufacturers/authorised dealers. Further, to ensure optimum performance of equipments, their spares would be procured only through the same manufacturer and the process would not be by-passed through use of substitutes procured through quotations/ limited tenders.

3. The above process would be followed for all purchases/ repairs upto a limit of ₹ 2 lakhs for distribution, including SPS/ BPS on distribution side, and ₹ 5 lakhs for WTP/ STP works, including SPS/ BPS on bulk side. For proprietary purchases more than this limit, prior approval would be taken from Dir(F&A) through JD(F&A)-I. In case the manufacturer does not respond to enquiries and purchase/ repairs from other sources is required to be undertaken, then all such cases, without any lower financial limit, would require clearance from Dir(F&A) through JD(F&A)-I.

4. In case of an emergency, for reasons to be recorded in writing and supported by dated site photographs, the purchase would be made by concerned Chief Engineer at his level without limits referred to in para 3 above. At end of each month the respective AOs will send a Division-wise list of all emergency and proprietary purchases/ repairs, of any amount, to Dir(F&A). In case of emergency purchase/ repairs, Internal Audit team of DJB would audit 100% of such cases every quarter and submit a report for consideration of Member (Finance) and Dir(F&A).

5. These orders are issued with the prior approval of the CEO, DJB and supersede all previous orders on proprietary purchases/ repairs.

(Debashree Mukherjee)
CEO

Copy to:

1. Vice Chairman, DJB
2. Member (Admn), Member (WS), Member (Dr), Member (F)
3. CVO, Secretary DJB, All CEs/ All Directors
4. All SEs/ EEs/ Joint Directors/ DDs
5. All AOs/ AAOs
6. PS to CEO