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

No. DJB/Fin./Dir.(F&A)/I.O./2026-27/3484. Dated:- 11.05.2026

Instructional Order

In order to maintain uniformity, transparency and proper scrutiny in disposal of matters pertaining to payment of interest on delayed release of payments to contractors/firms under the relevant provisions of Contract Agreement (CA), the following guidelines are hereby issued for strict compliance by all concerned:

1. Cases relating to payment of interest due to delay in release of payment to contractors/firms shall not be treated as routine matters. Each case shall be examined individually on its own merits, keeping in view the facts and circumstances leading to delay in payment beyond the stipulated timeline prescribed in the Contract Agreement.
2. While submitting any proposal for payment of interest under Clause 12.2.2 of the Contract Agreement, the concerned Division shall furnish complete and chronological details indicating:
   i. Date of submission of bill by the contractor/firm;
   ii. Date of processing at various levels;
   iii. Reasons for delay, if any, in processing and release of payment;
   iv. Period of delay beyond the prescribed 90 days; and
   v. Whether the delay is attributable to administrative, procedural, technical or financial reasons.
3. In cases where delay in release of payment beyond the prescribed timeline is found attributable to negligence, inaction or lapse on the part of one or more officials/officers, the concerned Division shall clearly identify such lapses and fix responsibility accordingly before submission of the case for consideration.
4. All pending cases pertaining to delayed payments resulting in liability of interest shall be consolidated project-wise and contractor-wise by the concerned Division. Separate consolidated cases shall be submitted for each contractor under a project. In case more than one contractor is engaged in a project, all claims relating to delayed payment interest in respect of each contractor shall be submitted separately as an individual consolidated case.
5. The concerned Chief Engineer shall thoroughly examine and verify the facts of the case, including the justification for delay and applicability of interest payment provisions under the Contract Agreement. Thereafter, the formal proposal shall be submitted with specific recommendations for obtaining concurrence of Finance, as per the Delegation of Financial Powers in force.
6. After examination and concurrence by the competent Finance Authority, approval for payment of interest shall be accorded by the Competent Authority strictly in accordance with the Delegation of Financial Powers Order in force.
7. All concerned officers/divisions shall ensure strict compliance with the above guidelines while processing cases related to payment of interest on delayed release of payments to contractors/firms.

Chief Estate Officer
Delhi Jal Board
Dy. No. .... Date 20/5/26

Uploaded on DJB website
Pg I & 22/5/26

D.D.(I.T.)
for wide publicity internally

This issues with the approval of the Competent Authority.

Chief Engineer (IT)
Delhi Jal Board, GNCTD
Dy. No. 392 dt 11/5/26

Dy. Director (IT)
Delhi Jal Board, GNCTD
Dy. No. 902 dt 20/5/26

(RAVINDER KUMAR)
Director (Finance & Accounts)

All CEs/All SEs/All EEs
All Sr. AOs/AOs/AAOs

— Cont →

Copy for kind information to: -

1. CEO, DJB
2. Addl. CEO, DJB/CVO
3. Member (Finance)/Member (Admn.)
4. CEN(Water)/CEN(Dr.)
5. Director (A&P)/Director(Vig.)/(PR)/DOR
6. Jt. Dir.(F&A)
7. Dy. Dir.(F&A)-II/III/IV
8. CE(IT) :- with request to upload on DJB website.

(RAVINDER KUMAR)
Director (Finance & Accounts)