



**GOVT. OF NCT OF DELHI : DELHI JAL BOARD
OFFICE OF THE DIRECTOR (FINANCE)
VARUNALAYA, PHASE-I, KAROL BAGH,
NEW DELHI-110 005**

No. DJB/AO(B&A)/10/2026/ 3483.

Date : 11th May, 2026

Instructional Orders

It has been observed that request for fresh budget allocation in current financial 2026-27 is being received in respect of works /projects/tenders which were initiated in last financial year i.e. 2025-26. An online meeting with EEs & Sr. AOs/AOs was convened by undersigned wherein it was clarified that such cases are to be treated as ongoing works in the current financial year and there is no requirement to seek budget allocation for the purpose of award of work of finalization of tender/retender.

Further, in the case of service contracts viz manpower engagement, hiring of sewer cleaning machine etc., the budget request for initiating fresh tenders are received at the last moment which hampers proper scrutiny of the case by finance wing.

Therefore, the following procedure shall be scrupulously followed by all the divisions :

1. In cases where budget had already been allocated in the last financial year 2025-26 and NIT for the same work had also been floated, divisions shall proceed with award of work/ retender without seeking fresh budget allocation during financial year 2026-27. These cases are ongoing works. Funds in such cases shall be sought by the division only at the stage of making demands to pay the bills raised by the contractors etc.
2. In the cases in which budget was allocated in last financial year 2025-26 but the tender process could not be initiated/tender was not floated, the allocated budget in last financial year gets lapsed. So, for such cases fresh allocation of funds to invite tender shall be required in the current financial year 2026-27.
3. It has been observed that in cases of service related contracts, divisions initiate process for fresh tender just when the running contract terms gets over/about to get over which leads to extension of existing tender. Therefore, the concerned divisions must start process of inviting fresh tenders including allocation budget at least three months prior to the expiry of existing contracts to facilitate timely processing and scrutiny.
4. For ongoing works divisions shall submit complete details of bills in respect of ongoing works under capital heads to the Budget and Accounts section for necessary budget allocation through e-office as early as possible after completing the required formalities. The Finance division shall allocate budget and approve release funds simultaneously to save time on bills payments and make the process on FMS less time consuming.

Dy. Director (IT)

Delhi Jal Board, GNCTD

Dy. No. 910 20/5/26
All DDOs/AOs/AAOs

Copy forwarded for kind information to :

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

Chief Engineer (IT)
Delhi Jal Board, GNCTD

Dy. No. 393 11/5/26

Office of the S.E. (IT)

Delhi Jal Board

Diary No. 32

Date 20/05/26

For needful action, please.

12/5/26

(Ravinder Kumar)

Director (Finance & Accounts)

(Ravinder Kumar)

Director (Finance & Accounts)

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