

PA/DSF(Infra)/FD/2011-12 / DSIV/3386 - 3400
Govt. Of NCT of Delhi
Finance (Infrastructure) Department
4th Level, A-Wing, Delhi Sectt. New Delhi

Dated: 25/7/2011

Government Order

**Subject: Maintenance of Public Assets, Services, facilities –
Institutional Arrangements and Procedure
thereof – regarding.**

1. The government having considered the 'White Paper' recommendations of the Finance department have decided as below:

- (i) **Priorities** in respect of maintenance as between different departments shall be decided and finalized by Government.
- (ii) **Administrative secretaries** shall determine and finalize **priorities** in respect of their departments.
- (iii) Public Works Department and other executing agencies would indicate the **status of assets department-wise** to the administrative secretaries to enable them to finalize the **master plan for maintenance of assets**.
- (iv) Public Works department shall notify a schedule of inspections for routine, annual, special and preventive maintenance and furnish the schedule to the administrative secretaries to facilitate even joint inspections for assessment of requirements.
- (v) **Master plan** for maintenance of assets shall be submitted by all administrative secretaries by **July 31, 2011** for allocation out of the

increased funds in the current financial year and subsequently by **April 20 every year.**

- (vi) For buildings under their respective administrative control, **₹5 lacs under Contingency** shall stand allocated to each administrative secretary on annual basis for **routine minor repairs and maintenance.** 'Minor' and 'small' repairs and maintenance shall include items such as replacing a broken window pane, a non-functional tap, an electrical switch/wiring, or wash basin, white wash, etc. **This fund cannot be utilized for any other purpose whatsoever including such items as purchase or repair of equipments, furnishing items, etc.** Preventing such diversion shall be the personal responsibility of the administrative secretary. *This fund shall be utilized under the broad financial framework enshrined in General Financial Rules, CPWD Manual and Guidelines/Instructions issued by the government from time to time.*
- (vii) The administrative secretaries shall conduct **regular inspections** of their premises at least once a month to ensure **effective superintendence in house-keeping activities and clearing open spaces** in offices or institutional premises of all unsanitary items (garbage, old furniture items, condemned vehicles awaiting auction) within three months and regularly thereafter.
- (viii) The **executing agencies** shall be required **to execute the master plan for maintenance** as finalized by administrative departments in consultation with them.
- (ix) **Monitoring committee** under the **chairpersonship of administrative secretaries** shall review the progress of maintenance works in terms of pace, quality, and schedule of implementation etc.

- (x) In case more than one department/office is housed in a building, **one of the departments** shall be declared as the caretaking department.
- (xi) **Major repair works** would be done in respect of all government buildings by the **Public Works Department/the executing agencies** concerned.
- (xii) The '**Public Works Department**' would continue to attend to all repair and maintenance, works (including minor works) with regard to the **residential staff quarters, roads, bridges, grade separators, foot-over bridges, sub-ways etc.**
- (xiii) Rajya Sainik board may be involved in **security work**.
- (xiv) In order to keep the office/institutional buildings and the office equipments in good working condition and to comply with the provisions of various labor laws, the administrative department shall pay due attention to the followings:
 - (a) assessment and selection of the sanitation agency,
 - (b) evaluation and renewal of contracts,
 - (c) specifying and reviewing performance/service delivery (equipment maintenance contracts) against predetermined benchmarks, with much closer scrutiny of service delivery,
 - (d) compliance with labor laws. Ensuring that the staff employed on outsourced basis was not being deprived of statutory benefits under various labor laws,
 - (e) tender process to ensure competitive rates,
 - (f) taking action well in time for finalizing or renewing a contract,
 - (g) finalizing the new or renewed contracts for sanitation and security within the next three months and regularly thereafter.
- (xiv) The Public Works Department shall also work out a proposal for outsourcing maintenance/residential buildings on the line of the central government.

2. The Administrative secretaries are requested to implement Asset Maintenance Policy as per the schedule discussed in the policy frame work in consultation with and in association with the executing agencies concerned.


21/7/11
(D.M. SPOLIA)
PR. SECRETARY
FINANCE DEPARTMENT

UO No. PA/DSF(Infra)/FD/2011-12 /DSIV/3386-3400

Dated: 25/7/2011

1. All Administrative secretaries, GNCT of Delhi.
2. Pr. Secretary to the Hon.' Lt. Governor.
3. Pr. Secretary to the Hon.' Chief Minister, GNCT of Delhi.
4. Secretaries to Hon.' Ministers, GNCT of Delhi
5. Commissioner of Police, Delhi.
6. All Head of the departments, GNCT of Delhi.
7. Accountant General (Audit), Delhi.
8. Special secretary, Finance department, GNCT of Delhi
9. Additional secretary, Finance department, GNCT of Delhi
10. All Deputy Secretaries in the Finance department, GNCT of Delhi
11. Controller of Audit, Directorate of Audit, GNCT of Delhi.
12. Controller of Account, Principal Accounts Office, GNCT of Delhi.
13. All Desk Officer in Finance department, GNCT of Delhi
14. All Pay and Account Officers, GNCT of Delhi
15. Guard File.