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**OFFICE OF THE ASSISTANT COMMISSIONER  
GENERAL ADMINISTRATION BRANCH (GAB)  
DELHI JAL BOARD; GOVT. OF NCT OF DELHI  
VARUNALAYA PHASE-II, JHANDEWALAN, NEW DELHI.**

No. DJB/AC(GAB)/FURNITURE /2013/

Dated:23.12.2013

13747

**CIRCULAR**

The Competent Authority vide orders dated 23.12.2013 has agreed to decentralise the procurement of various office furniture items, Desert Coolers, Water Coolers etc which are procured and distributed by GAB at present. These items will henceforth be procured by EE/HOD concerned at their own level subject to following conditions :

- i ) The concerned EE/HOD will ensure that the items to be procured are essential and minimised.
- ii ) All codal formalities in all respect be observed before placing purchase order.
- iii ) The concurrence of Accounts be sought and availability of budget be ensured before processing the case.
- iv ) These items be procured from Govt Agencies only on its approved price list.
- v ) The power for sanction of these items will lie with CE/Member concerned.
- vi ) EE/HOD concerned will ensure to dispose off all condemned/unserviceable items lying in their offices periodically.
- vii ) The possibility to repair the old existing furniture may also be explored simultaneously.

EXECUTIVE ENGINEER (EDP)

DIARY No. 36

DATE 2/1/14

This issues with the prior approval of Competent Authority.

*Y K Sharma*  
**( Y K SHARMA )**  
**ASSISTANT COMMISSIONER (GAB)**

**ALL DDOs**

Copy for kind information to:

- 1 Secretary to CEO.
- 2 Member(Admn)/ Member(Fin)/ Member(WS)/ Member(Dr.)/ CVO/ Secy,DJB/ Addl. CEO.
- 3 Dir(A&P)/Vig/Fin/Rev/TQC/All CEs/All SEs.
- 4 All ACs/Ds/CSO/AOs/Consultant(PR)
- 5 All EEs/ EE(EDP)
- 6 Suptd(GAB)/AAO(F&G)

*Y K Sharma*  
**ASSISTANT COMMISSIONER (GAB)**

*Somyajy*  
*2/1/14*