

DELHI JAL BOARD DELHI GOVT. OF NCT OF DELHI
OFFICE OF THE DIRECTOR(F&A)
VARUNALAYA : KAROL BAGH :NEW DELHI

No.DJB/JDII/FMS/ 2013 47226 Dated 31.03.2014
1-4-14

Subject: Switch Over to New Financial Management System.

Financial management System is being used for allocation of budget and monitoring the progress of the physical and financial progress of the Plan works being carried out in the divisions of Delhi Jal Board. Following instructions are issued for compliance by the concerned authorities from April 1, 2014.

1. It was clarified that the Old FMS has been stopped and hence forth all the **work in Plan and Non Plan** would be transacted on the FMS. Repeated instructions have been issued that estimates should be prepared through the system only, however some of the divisions have been tendering works without using the system, as a result of which these works are not uploaded in the new FMS. On the request of technical wing, it was decided that ongoing works should be entered in the system. Now it is presumed that all old works where any payment is to be made in near future have been uploaded in the system. If any such work has been left it should be uploaded in the system as on going work by 15th April, 2014. After this no such previous work can be uploaded in the system and the authority concerned will be responsible for such lapse.
2. No NIT should be uploaded/opened on e-tender portal unless having a system generated NIT No. from April 1, 2014 and work orders should also be generated through the system only. No Payment should be considered by the accounts department unless NIT and work orders have been issued through the system. For old cases this should be updated in the system before asking budget. For NITs where more than one work is tendered in NIT, the same NIT number would be used for all the works tendered in that NIT. This can be done by inserting the NIT number manually.
3. After technical sanction when the division requests for budget allocation from B&A section through the system, B&A section

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DATE 02/4/14


EDP
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will allocate the work No. within the approved budget to the division after receiving the request in hard copy through Chief Engineer concerned.

4. If budget is available with the division and any modification is requested it will be approved by the Jt. Director(F&A). Token provisions will be allowed only in the cases where the expenditure is likely to be carried over to the next financial year.
5. **It is reiterated that as ordered by the Chief Executive Officer, DJB in the Senior Officer Meeting that JEs engaged on contract are at par with regular JEs so they may perform all duties of JEs assigned to regular employees including recording of MB.**
6. The advertisement/publicity bills/security/ earnest money will be directly processed by the accounts branch. A.A.O. concerned may enter the bills in FMS received in accounts branch duly verified by the concerned authorities.
7. Photo version is also being activated in the system so photograph before starting the work, work in progress and final stage should be uploaded.
8. Mapping cell has issued the maps to the all the divisions so **Estimates should be prepared by using the map issued by the mapping cell only** so that there is no delay while uploading the data on completion of work.

All concerned should obtain user ID & password urgently.

This issues with the approval of competent authority


(Amit Satija)
Director(Finance&Accounts)

All EEs/AOs/AAOs

Copy for kind information to:

1. PS to Chairperson
2. CEO, DJB
3. Member(Finance)/ (Admn)/(WS)/Dr
4. All CEs/Directors/SEs/ACs
5. All Jt.Directors/Dy.Directors


Director(Finance&Accounts)


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