

DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI  
OFFICE OF THE MEMBER (Finance)  
VARUNALAYA PHASE-II JHANDEWALAN NEW DELHI-110005

No. DJB/ Member(Fin)/TC/WAC/2021 56482

Dated: 3-XI-21

**Subject:- Simplification of procedure for administrative approval and award of work**

Earlier cases costing more than Rs. 1 Crore in case of estimates as well as tender cases were forwarded to Technical Committee / Work Advisory Committee for administrative approval and award of work. Consequent upon the order of restructuring of engineering wing of DJB i.e. Civil and E&M Maintenance circles / divisions, Additional Chief Engineers (ACE's) are now heading the maintenance Zones and they directly report to Member (WS) / (Dr). Further, delegation of technical, administrative and financial powers of the officers have been revised.

~~In view of the above, it has been necessitated to revise the procedure for according administrative approval & award of work for DJB projects, centrally aided projects and externally aided projects and constitution of various committees .~~

**(A) New Procedure for Administrative Approval ( for all projects)**

**The technical committee will examine:**

1. The technical viability and feasibility (availability of water supply / outfall of sewer/ adequate pressure availability etc.)
2. Need and essentiality of proposal/ work and choice of technology for the proposed work.
3. Schedule of rates being followed and analysis carried out for non schedule items.
4. Procedural Matters as per CPWD manual, CVC guidelines and extant instructions of DJB.
5. The CE / ACE (Maintenance) as the case may be should scrutinize all the cases from procedural, administrative , vigilance, and technical angles and submit his recommendation in the prescribed format to the technical committee. Now, the cases relating to the administrative approval of estimate costing more than 2 crore shall be placed before technical committee.
6. The technical committee will consider for recommendation of the cases for approval. The cases up to Rs. 5crore will be approved by CEO and cases >Rs.5 cr. and up to Rs.15 crore will be approved by the Chairperson DJB and cases above Rs. 15 crore will be placed before the Board for approval with the concurrence of finance.
7. Member(F)/Director(F&A) will represent Technical Committee/WAC according to their delegation of financial powers.

**The constitution of technical committee for the cases costing more than Rs.2 crore are as under:-**

**1. Technical committee( Water)**

Member (WS)	Chairman
Member (Finance) / Director (F&A)	Member
Chief Engineer (Project) Water-I/ II/ GW/ACE(P) Water	Member
Chief Engineer of the area/ACE(Maintenance) concerned	Member
Chief Engineer (E&M) WW/ ACE(E&M)/WW/ACE (P)-II related to E&M	Member
Chief Engineer /ACE(Projects)/ACE(Maintenance) of the area concerned	Member/ Convener

S/D  
06.12.2021  
EE(EDP)

EE/EDP

Addl. Chief Engineer (Project)-I  
EDP Cell, Delhi Jal Board, GNCTD  
Dy. No. 2747 dt. 06.12.2021

*[Signature]*

Prog-I(EDP)

**2. Technical committee( Drainage)**

Member (Drainage)	Chairman
Member (Fin.) / Director (F&A)	Member
Chief Engineer (Drainage) Project-I/ II/ III	Member
Chief Engineer(Maintenance) of the area/ACE(Maintenance) concerned	Member
Chief Engineer (E&M) SDW/ACE(SDW) if related to E&M	Member
Chief Engineer concerned/ACE(Concerned)/ACE(Maintenance) of the area concerned	Member/ Convener

**3. Technical committee (Revenue)**

Member (Finance)	Chairman
Director (Revenue)	Member
Director (F&A)	Member
Jt. Director( Revenue) HQ	Convener

**4. Sub-Technical Committee for administrative approval of Estimate of IT Works costing > Rs.2 cr.**

Member (Finance)	Chairman
Addl. CEO	Member
CE (project)/ACE(project)/Director concerned	Member
System administrator (IT)	Member
ACE/SE/Jt.Director concerned	Member

**5. Sub-Technical Committee for Award of work of IT Works costing > Rs.2 cr.**

Addl. CEO	Chairman
CE (project)/ACE(project)/Director concerned	Member
CE(SDW)or CE(WW)	Member
System administrator (IT)/ACE(IT)	Member
ACE/SE/Jt.Director concerned	Member

**6. Technical committee IT (works)**

Member (Finance)	Chairman
Member (Drainage)	Member
Member (Water)	Member
Addl. CEO	Member
System administrator (IT)/ACE(IT)	Member
One chief Engineer / ACE from DJB who is directly related to the project(Optional)	Member
One Member from Delhi Government from IT Department	Member
One Representative from NIC	Member

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**7. Work Advisory committee (Water/Drainage) for the cases > Rs.5 cr.**

Member (Drainage/ Water)	Chairman
Member (Finance) /Director(F&A)	Member
Chief Engineer (Dr) project- I,II,III / Add.CE(Dr.)P, DJB for drainage cases only <b>OR</b> Chief Engineer (W) project-I,II/WB/ Add.CE(W)P,DJBfor Water cases only	Member
Chief Engineer (WW) /ACE for Water cases only <b>OR</b> Chief Engineer (SDW)/ACE for Drainage cases only	Member
Chief Engineer (Civil) Maintenance of area concerned/ ACE of the area concerned)	Member
Representative from CGWB	Member
One representative of PWD	Member
Chief Engineer (Concerned) /ACE (concerned) DJB of the work	Member/ Convener

**8. Work Advisory committee (Revenue)**

Member (Finance)	Chairman
Member (Water)	Member
Director (Revenue)	Member
Director Finance	Member
Representative from CGWB	Member
One representative of PWD	Member
Jt. Director( Revenue) HQ	Convener

**9. Work Advisory committee (IT) Works**

Member (Finance)	Chairman
Addl. CEO	Member
Director(F&A)	Member
System administrator (IT)/ACE(IT)	Member
One Member from Delhi Government from IT Department	Member
One Representative from NIC	Member
One Representative of M/s TCIL	Member
One Representative of M/S ECIL	Member

**(B) NEW PROCEDURE FOR AWARD OF WORK FOR DJB, CENTRE /STATE FUNDED /EXTERNALLY AIDED PROJECTS :**

- \* The works costing up to Rs.2 crore will be dealt as per existing procedure and revised delegation of powers to the various authorities.
- \* Work costing more than Rs. 2 cr but less than or equal to Rs.5 cr shall be placed before the Technical Committee before sending the case to CEO for approval.
- \* Cases costing more than Rs.5 crore will be referred by the concerned CE/ACE concerned to finance before placing to Technical Committee. If Negotiations are involved with L-1 where lowest rates are higher compared to departmental justification or market trend, again the case

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will be sent to finance for its concurrence. After financial concurrence, case shall be sent to Technical Committee/ Work Advisory Committee (WAC) before placing the case for the approval of the Chairperson, DJB/ Board. If no negotiation is involved then no need to send the cases to finance again.

- \* For any other technical matter, concerned CE/ACE can refer it to the Technical Committee if policy issues are involved. When any issue is referred to Technical Committee for advice, specific recommendation must be made by CE/ACE concerned who in any case, has the specific responsibility to pilot the proposal before the Board.
- \* In case negotiations are required then the case will be referred to Technical Committee for holding negotiations with L-1 bidder. After financial concurrence, if required WAC meeting will be held and case will be sent to external aiding agency for their concurrence.

(C) Earlier, CE concerned was fully authorised to sign affidavits for filing before Hon'ble Supreme Court/High Court/NGT etc. Now, CE/ACE posted independently in maintenance and projects are authorised to sign the affidavit to be filed before Hon'ble Supreme Court/High Court/NGT.

The orders issued by Member(Finance) vide instructional order No.DJB/Member(F)/JD(F&A)II/ Tender process/ 2018/16-22 dt.29.6.2018 and another order issued by Jt.Director(R)HQ dt.10.7.2020 and EE(EDP) dt.10.4.2017 on the subject, stands modified to the extent explained above.

*J.P. Agrawal*  
02.12.2021

(J. P. Agrawal)  
Member (Finance)

All DDOs

Copy for kind information:

1. Hon'ble Chairperson, DJB
2. Vice Chairman, DJB
3. CEO, DJB
4. All Members/All Directors
5. All CEs/ACEs/EEs/AEEs
6. All Jt. Directors/DDs
7. All Sr. AO,s/AO,s/AAO,s
8. OO Register.

*J.P. Agrawal*  
02.12.2021

Member (Finance)