



No. DJB/Fin./Dir(F&A)/2015-16/

48917

Dated:- 30-4-15

INSTRUCTIONAL ORDER

Instructions were issued by the CEO, DJB vide Letter No. F.220/Dir.(F&A)/2012 dated 06.09.2012 regarding the cases of procurement of proprietary spares/equipments/repairs but these are not being complied by the all divisions. It is once again reiterated that "In case of an emergency, for reason to be recorded in writing and supported by dated site photographs, the purchase would be made by concerned Chief Engineer at his level without limits referred to in para no.3 of instructional orders dt. 06.09.12. At the end of each month the respective AOs will send a Division-wise list of all emergency and proprietary purchases/ repairs, of any amount, to Dir.(F&A). In case of emergency purchases/ repairs, internal Audit team of DJB would audit 100% of such cases every quarter and submit a report for consideration of Member(Finance) and Dir.(F&A)".

In view of above, all the AOs are required to send a division wise list of all emergency and proprietary purchases/repairs of any amount to Director(F&A). The internal audit shall audit all such cases exceeding the limits of Rs.2 lakhs for distribution (including SPS/BPS on distribution side) and Rs. 5 lakhs for WTP/STP works (including SPS/BPS on bulk side), and submit a report for consideration of Director (F&A) and Member (Finance).

It has come to notice that in certain cases, the above Instructional Orders are not being followed by the Divisions concerned strictly. It is therefore, finally reiterated that after a work has been completed, the concerned Divisions must send the information/quarterly list of such works to the Internal Audit for scrutiny & submit the report to Director (F&A) & Member (Finance) for further consideration.

Any lapse will be viewed seriously.

Encl. As above

(H.V. TANDON)
 DIRECTOR (FINANCE & ACCOUNTS)

All Executive Engineers

EDP

Copy to:

1. PS to CEO
2. Member (Finance), Member(Water) & Member(Dr.) for kind information please.
3. All Chief Engineers.
4. All Sr. SAO/AOs for strict compliance
5. All AAOs for strict compliance.
6. EE (EDP)- for upload in the website pl.

DIRECTOR (FINANCE & ACCOUNTS)



AG (EDP)

PROGRAMMER I

JE-II (EDP)

Handwritten signature