



DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI
OFFICE OF THE ASSISTANT COMMISSIONER (G)-I
Varunalaya Phase- II, Karol Bagh, New Delhi
Tele.23678380, 81, 82 Extn. 408

OFFICE ORDER NO. 97 (Dist.)

Dated: 26/05/2015

In continuation of this office order No.40 (Dist.) Dt. 04/03/2015 regarding repair of departmental vehicle from authorized workshops, the following guidelines for transparent and competitive procedure shall be kept in view by all the Officers/Officials of DJB for incurring expenditure on service/repair and maintenance of vehicle:-

- 1) Whenever a departmental vehicle requires service/repair/maintenance the driver of the vehicle shall give in writing the type of service/repair/maintenance work is to be got executed.
- 2) On receipt of the request/proposal for service/repair/maintenance work of the vehicle the Technical Officer/E.E.(E&M)W&S CN will examine it and put his recommendation within two days.
- 3) After recommendation, Technical Officer Shall obtain rates/estimates plus taxes payable for the items of works to be execute within two days.. The rates shall be obtained from four authorized workshops either from workshop authorized by Transport Department, Govt. of NCT of Delhi or manufacture's authorized workshops.
- 4) The estimates/rates so received shall be examined by the concerned T.O. Office in consultation with Accounts Functionaries posted there and submitted for seeking necessary administrative approval from Competent Authority within two days.
- 5) On grant of Administrative Approval by the Competent Authority the vehicle shall be sent to the workshop whose estimates have been found reasonable/lowest for execution of the work same day.
- 6) As regards work relating to change of tyres & battery of the vehicle the same shall be purchased from the manufacturing company or its authorized dealer of the manufacturing company as per the provision of rule 145, 146 & 151 of GFR-2005 on the recommendations of T.O. And with the prior approval of the



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Competent Authority. In case the Tyres & Battery to be purchased are available on DGS&D rate contract and the authorized dealers from whom these items are to be purchased are also registered with DGS&D/having rate contract with DGS&D for that items.

- 7) While obtaining estimates/rates and making survey for purchase of new tyres or battery, efforts may be made to get the exiting old item (s) sold under "buy back" policy.
- 8) On receipt of bills after execution of work the payment may be released after verification by T.O. and after obtaining necessary expenditure sanction of the Competent Authority within three days.

(AMIT KUMAR JAIN)
ASSISTANT COMMISSIONER (G)-I

No. DJB/AC (G)-I/Veh./2015 61907
Copy to:-

Dated: 27 MAY 2015

1. Member (Admn.) for kind information.
2. Dir.(A&P) for kind information.
3. All DDOs.
4. EE(EDP) with the request to upload on the website of DJB.
5. AO/AAO concerned.
6. Individuals.

ASSISTANT COMMISSIONER (G)-I

EE/EDP