



**OFFICE OF THE ADD.CEO/DIRECTOR (F&A)  
DELHI JAL BOARD: DELHI SARKAR  
VARUNALAYA PHASE-II, KAROL BAGH  
NEW DELHI-110005**



No.DJB/Fin./Dir.(F&A)/2015-16/ 134719

Date:- 15.10.2015

TC

**Sub: - Discrepancies/Irregularities noticed while scrutiny of Accounts of E&M/Civil divisions on account of non-compliance of standing instructions of CEO, DJB dt.06.09.12 issued for procurement of "Proprietary Spares/Equipments/Repairs".**

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This refers to instructional order issued by the Dir.(F&A) vide letter No.DJB/Fin./Dir.(F&A)/2015-16/48724 to 48965 dt.30.04.2015 with reference to complying with the instruction issued by the CEO, DJB vide letter No.F.220/Dir.(F&A)/2012 dated 06.09.2012 (printed on back side). It has come to notice that in certain cases, the above Instructional Orders are not being followed by the divisions strictly even after instructions issued in this regard. Monthly reports of emergency and proprietary purchases/repairs were required to be sent to this office at the end of each month division wise by the respective Sr.AOs/AOs.

You are once again directed to submit a complete report of the works for the period 2014-15 onwards to the Internal Audit for scrutiny with in 15 days positively from the receipt of this letter for further consideration.

Any lapse will be viewed seriously.

  
(NEERAJ SEMWAL)IAS  
Addl. CEO/DIR. (F & A)

**Sr.AOs/AOs Concerned**

Copy to:

1. CEO,DJB- for kind information please.
2. Member(Finance), Member(A),Member(Water) & Member(Dr.) for kind information please.
3. CVO/Secretary (DJB)
4. All Chief Engineers/All Ex.Engineers.
5. All AAOs for strict compliance
6. EE(EDP)-for upload on the website pl.

  
Addl. CEO/DIR. (F & A)

P.T.O.

5449  
23/10/15

EE/EDP

Sh. Sanjay



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

48724 to 48965 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)".

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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

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)