

OFFICE OF THE DIRECTOR (FINANCE & ACCOUNTS)  
DELHI JAL BOARD: DELHI SARKAR  
VARUNALAYA-PH-II, KAROL BAGH  
NEW DELHI-110005

*C-07*  
*C-07*

"STOP CORONA"  
WEAR MASK, FOLLOW PHYSICAL DISTANCING, MAINTAIN HAND HYGIENE"

No.DJB/Dir (F&A)/Instructional Order/2022/1079

Dated: 23.03.22

Instructional Order

Find enclosed herewith Check List for processing tender cases for award of work for obtaining financial concurrence from respective finance authorities. All concerned finance officers i.e. AAO/AO/Sr. AO and Deputy Directors (F&A) while examining cases of works should ensure that all formalities /codal requirements have been checked and properly mentioned against relevant column in enclosed Performa for ready reference of higher authorities.

Further, if any, shortcoming or infirmities are noticed at any level during scrutiny the respective finance officer/ authorities should include this in his respective note while forwarding the file to next officer in hierarchy. All Accounts Officers/ Sr. Accounts Officers shall ensure that Scrutiny Performa is properly placed and filled up and duly signed.

This issues with the approval of the Competent Authority.

*Bansh Raj*  
(BANSH RAJ)  
Director (F&A)

✓ All AAO/AOs/Sr.AOs  
Dy. Director-I/II/III/IV

Copy to :

1. PS to CEO for information
2. Member (Finance) --do-
3. Consultant (F) --do-

✓ 4. *EE(EDP) to upload on DJB website.*

*Bog-I*

*Ashok Kumar*  
Director (F&A)

Advt. Chief Engineer (Project)  
EDP Cell, Delhi Jal Board, GNCTD  
Dy. No. *947* dt. *24-03-2022*

*AS*  
*24-03-2022*  
Ashok Kumar  
Executive Engineer (EDP)

Check list for Finance Authorities for award of work (For works with costing of more

Check list for Finance Authorities for award of work (For works with costing of more than Rs.15 crore).

Name of Work : \_\_\_\_\_

S No	Description	Yes/No	Date of approval / Page No.	Remarks
1	Estimated Cost of the work		Rs.	
2	Whether technical Sanction of estimate obtained by the competent authority ?	Yes/ No		
3	Whether estimate got approved by Planning Cell i.e. CE(P&D)/CE(E&M)Planning ?	Yes/ No		
4	Whether In-Principal approval of Hon'ble Water Minister available (being work costing more than Rs.50 lac )	Yes/ No		
5	i) Whether Technical Committee has recommended for Administrative Approval . ii) If yes, any condition has been put ?	Yes/ No  Yes/ No		
6	Whether Administrative Approval of Estimate exist by the competent authority? i) In-principal administrative approval of Chairperson,DJB.	Yes/ No		
7	Whether Budget Provision exist/liability booked ?	Yes/No		
8	Whether Draft NIT, terms & conditions stands approved by Competent Authority?	Yes/No.		
9	Whether Publicity of NIT in the leading Newspapers done.	Yes/No		

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10	a) Date of calling tender vide NIT No. _____ dated _____. Due Date : Extended date, if any : b) Whether Departmental Justification got prepared and approved by the Competent Authority or Planning Cell before Opening of Tender.	Yes/No		
	c) Justification approved by Planning Cell on : d) Approved rate of Justification i) Civil work Rs. ii) E&M work Rs. Total Rs. e) Technical Bid Opened on : f) Financial Bid Opened on :			
11	i) Constitution of TEC approved by the competent authority . ii) Technical Bid Evaluation done by TEC. iii) Technical Bid approved by the competent authority.	Yes/No Yes/No Yes/No		
12	Name of L-1 as per comparative statement- M/s _____ Rate quoted for Civil work : For E&M work :	Rs. Rs.		
13	Recommendation of Finance at Initial stage i.e AAO/Sr.AO ( Observations, if any ) .	Yes/No		
14	Recommended by Technical Authority (to be filled by AAO/AO/Sr.AO).			
	EE/Dy.SE	Yes/No		
	ACE/CE	Yes/No		
	Member(W)/(Dr)	Yes/No		

Note : The above informations are as per latest delegation of powers approved by the Board.

Sr. Accounts Officer

Asstt. Accounts Officer

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