
	DELHI JAL BOARD: GOVT OF NCT OF DELHI OFFICE OF THE MEMBER(FINANCE) VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI	
	"STOP CORONA" : WEAR MASK, FOLLOW PHYSICAL DISTANCING, MAINTAIN HAND HYGIENE"	

No.DJB/Fin./M(F)/TC/WAC/TEC/Negotiation/F&G/2022/ 1751

Dated:- 15/01/2022

ORDER

Subject: Simplification of procedure for Administrative Approval and Award of Work.

Reference Order:

1. File No.DJB-A011 (23)/43/2017-EE (EDP)-O/o CEO-DJB dt.10.4.2017
2. No. DJB/Member (F)/TC/WAC/2021/56267 dated 03.12.2021
3. No. DJB/Member (F)/TC/WAC/ 2021/1022 dated 19.01.2022
4. Order No.71 vide No.DJB/CEO/ 2022/D-1462 dated 25.05.2022
5. Circular No. CEO, DJB/2022/D-917 dated 02.02.2022
6. Circular No. DJB/CEO, DJB/2022/D-1215 dated 30.03.2022

This is in supersession of above mentioned orders pertaining to simplification of procedure for Administrative Approval and Award of Work issued from time to time

Delhi Jal Board, an Engineering based Water utility follows the procedures laid down by CPWD and GFR as well as other instructions issued by the Govt./Deptt. from time to time for execution of works, procurement of stores and other related works. With the change in delegation of powers from time to time, the instructions issued from DJB have been reviewed and modified as and when required.

Presently, the stages of the approvals for a project right from preparation of estimates to tendering to award of work involves examination & recommendations at the level of Technical Committee at various stages which make the whole process quite cumbersome & time consuming. It also carries redundancies which needs to be removed. Thus, in order to make the whole procedure simple and time saving, the stages through which project approval shall happen is reiterated for all concerned to follow:-

A. Technical Sanction

The existing procedure of Technical Sanction of an estimate shall continue to be accorded by the authority as per delegation of financial powers approved by the Board from time to time.

B. Technical Committees for Estimates

After obtaining technical sanction, the estimates so prepared are placed before Technical Committee for Estimate (depending on cost of the work) before obtaining Administrative Approval. For works costing upto Rs.1cr., there shall be no requirement of technical committee and works costing above Rs.1 cr., case shall be examined by Technical Committee. Such cases, after being scrutinised comprehensively by Engineer-in-Chief or concerned technical head shall be submitted along with his recommendations in prescribed format to Technical Committee. The Mandate of the Technical Committee for estimates shall be for examination of:-

- a. technical viability of proposal/ work,
- b. schedule of rates & rate analysis carried out for non-schedule items
- c. Need and essentiality of proposal/ work and choice of technology for the proposed work
- d. Scrutiny of procedure as per CPWD manual, CVC guidelines and extant instructions of DJB

The composition of the Technical Committee for estimates of various wings shall be as under:-

1. Technical Committee (Water)

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

2. Technical Committee (Drainage)

Member (Drainage)	Chairman
Member (Fin.) / Director (F&A)	Member
Chief Engineer(Planning)	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) Independent Charge	Member
SE/ ACE(Concerned)/ ACE(Maintenance) of the area concerned	Convener

3. Technical Committee IT (works)

Member (Admn.)/Member (Finance)	Chairman
Member (Drainage)	Member
Member (Water)	Member
Director (F&A)	Member
Addl.CEO	Member
One Chief Engineer / ACE from DJB who is directly related to the project(Optional)	Member
One Member from Delhi Government from IT Department not below the rank of System Analyst /Dy. Secretary (IT)	Member
SE/ACE(IT)	Member/ Convener

4. Technical Committee (Admn./Revenue)

Member (Admn.)/(Finance)	Chairman
Director (F&A)	Member
Director (A&P)/Director(Revenue)	Member
Jt. Director(Revenue) HQ/DD/AC(Admn)	Convener

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C. Technical Evaluation Committee (TEC)

After the administrative approvals are obtained post the recommendation of technical committees and tenders are invited, an evaluation committee comprising of the following members will evaluate the tender as per conditions mentioned in the tender and recommend the case for further process. The recommendations of the TEC should be clearly spelt out alongwith deviations, if any. The constitution of Technical Evaluation Committee for works shall be as follows:-

Cases Costing	Constituents of Committee (As concerned)	Approving Authority
Upto Rs.25 lakh	1.AEE/AE concerned. 2.AAO	As per Delegation of Financial Power approved by board from time to time
From Rs.25 lakh to Rs.50 lakh	1. EE/ JD(Rev.)/CWA/DD(H) 2. AAO & AO/Sr. AO	
From Rs.50 lakh to Rs.1 Cr.	1.ACE/S.E./Director(A&P)/DOR/DTQC/Dir. (Bottling)/ SA(IT)/ Dir(H) 2.E.E/ JD(Rev)/ CWA/DD(H) 3.AAO & AO/Sr. AO	
above Rs.1 Cr.	1.CE /Addl. CEO/ Secy 2. ACE/S.E./Director(A&P)/DOR/DTQC Director (Bottling)/ SA(IT)/Dir(H) 3. EE/ JD(Rev)/ CWA/ DD(H) 4.AAO & JD/DD (F&A) concerned	Member(A)/ (WS)/ (Dr.)

D. Price Negotiation

After the financial bids are opened, in case the price negotiation is necessitated for a project, then the decision to conduct or not to conduct the price negotiation shall be taken by the concerned administrative authority by citing clear reasons as per CVC guidelines. The case shall be send for financial concurrence after the negotiations are conducted.

The composition of Price Negotiation Committee is as under:-

Cases Costing	Constituents of Committee (As concerned)	Approving Authority
Upto Rs.25 lakh	1.EE/AEE/JD(Rev.)/DD(H)/CWA 2.Sr. AO/AO	As per Delegation of Financial Power approved by board from time to time
From Rs.25 lakh to Rs.50 lakh	1.ACE/S.E./Director(A&P)/DOR/DTQC/Dir (Bottling)/ SA(IT)/ Dir(H) 2. EE/AEE/JD(Rev.)/DD(H)/CWA 3. Sr. AO/AO	

From Rs.50 lakh upto Rs.1 Cr.	1. CE /Addl. CEO/ Secy	Member(Adm.)/Member(WS) / (DR)
	2. ACE/S.E./Director(A&P)/DOR/DTQC/Dir (Bottling)/ SA(IT)/ Dir(H)	
	3. Jt. Dir.(F&A)/Dy. Dir.(F&A)	
above Rs.1 Cr.	Technical Committee	Composition of Technical Committee will remain same as mentioned in Point No. B above, "Technical Committee for Estimates".

E. Technical Committee for Award of Work / Work Advisory Committee

After the proposal is concurred by finance, the proposal shall be examined either in Technical Committee or Work Advisory Committee before sending the case for final acceptance of award of work. For works costing upto Rs.1 cr., there shall be no requirement of technical committee. **The works costing from 1 cr. upto 25 cr, the case shall be examined only in Technical Committee for Award of Work. And for work costing more than 25 cr, the case shall be examined only in Work Advisory Committee.** The composition of Technical Committee for Award of Work shall be same as committee constituted for estimates. The mandate of Technical Committee OR Work Advisory Committee shall be to provide necessary technical advice on various tender cases including advice with regard to justification of rates on which the work is proposed to be awarded, capacity of the contractor to carry out the work and the past performance of the contractor.

The composition for Work Advisory Committee shall be as under:-

I. Work Advisory Committee (Water/Drainage) for the cases > Rs.50 cr.

Member (Water)/ (Drainage)	Chairman
Member (Finance) /Director(F&A) .	Member
CE(Planning)	Member
Chief Engineer (Dr) Project- I,II,III / Add. CE(Dr.)P Independent Charge for drainage cases only OR Chief Engineer (W) project-I,II/WB/ Add. CE(W)P Independent Charge for Water cases only	Member/ Convener
Chief Engineer (WW) /ACE Independent Charge for Water cases only OR Chief Engineer (SDW)/ACE Independent Charge for Drainage cases only	Member
Addl. Chief Engineer (Maintenance) of area concerned.	Member
Representative from CGWB/CPHEO not below the rank of CE	Member
One representative of PWD not below the rank of CE	Member

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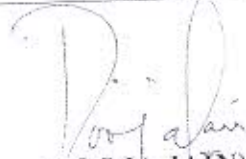
2. Work Advisory Committee (Revenue)

Member (Finance)	Chairman
Member (Water)	Member
Director (Revenue)	Member
One CE/ACE related to project	Member
Director Finance	Member
Representative from CGWB/CPHEEO not below the rank of CE	Member
One representative of PWD not below the rank of CE	Member
Joint Director (Rev. HQ)	Convener

3. Work Advisory Committee (IT) Works

Member (Admn.) Member (Finance)	Chairman
One CE/ACE from DJB	Member
Director (F&A)	Member
Addl. CEO	Member
Director (A&P) (Revenue)	Member
One Member from Delhi Government from IT Department not below the rank of Jt. Dir.(IT)/Jt Secy (IT)	Member
One Representative from NISCI not below the rank of GM	Member
SE/ACE(IT)	Member/ Convener

This issues with the approval of competent authority.


(POOJA JAIN)
Member (Finance)

All DDOs

Copy to :

1. Hon'ble Chairperson, DJB
2. Vice Chairman, DJB
3. CEO, DJB
4. All Members/All Directors
5. All CEs/ACEs/SEs
6. All Jt. Directors/DDs
7. All Sr. AOs/AOs/AAOs
8. OO Register.

✓ EE(EDP) - with request to upload on DJB
Website


(POOJA JAIN)
Member (Finance)

Prog-I 
11/11/2022

RAHUL
Assistant Engineer (EDP)

Addl. Chief Engineer (Project)-I
EDP Cell, Delhi Jal Board, GNCTD
Dy. No. 3209 dt. 11/11/2022