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DELHI DEVELOPMENT AUTHORITY
(Finance and Expenditure)

O.O. No. 10

Dated: 18-1-16

OFFICE ORDER

Sub: Payment against procurement of equipment only after installation and user certificate

Vice Chairman, DDA, during recent inspections, has noted with concern that items procured for fulfillment of certain purposes have not been put to use at all. These included, for example, a water cooler in Hauz Khas Park and an X-ray machine in Vikas Sadan. Both equipment lay unused at these locations since their procurement. These instances of resources procured at considerable cost but idled after procurement are indicative of poor planning and execution, wastage and lax control environment.

To prevent such instances from recurring, it has been decided that, in all cases of procurement henceforth, the following will be ensured:

- (1) The proposal for procurement will clearly mention the number of similar equipment (for example fax machine) in the inventory of DDA, the number out of such inventory in use, the department and location where the equipment is proposed to be installed.
- (2) The requisition of the indenting department, duly approved by the competent authority, will be invariably enclosed with the proposal.
- (3) The authority sanctioning the procurement proposal will ensure the requirements laid out in the preceding paragraphs have been duly complied with.
- (4) The procurement process will not be considered complete unless and until the equipment has been installed and made operational at the designated location. Payment will not be released without proper proof that this requirement has been fulfilled.
- (5) In order to meet the requirement of paragraph (4), the supplier of the equipment will, after installing and making operational the equipment, obtain a certificate from the Indenting Officer, confirming successful installation of the equipment. The certificate will read as follows:

"I have inspected and satisfied myself that equipment has been properly installed at the designated location and made operational by the supplier."

Indenting Officer

Dated:

(6) The supplier will attach the certificate obtained as per paragraph (5) with the invoice for claiming payment from DDA.

(7) The Accounts Officer processing the bill will authorize payment only after satisfying himself/ herself that sanction order and the user certificate referred in paragraph (5) have been duly attached to the bill and are proper.

The above procedure for procurement will be in addition to those that are already laid down in various manuals and codes such as GFR, CVC's guidelines, etc.

Adherence to the above procedure will be ensured by all concerned.

All HoD's will ensure that equipment already procured for intended use of their departments have been properly installed and are being used.

This order issues with immediate effect with the approval of Vice Chairman, DDA.

Finance Accounts



(Venkatesh Mohan)
Finance Member, DDA

No. FE7(10)/2015/DDA/35

Dated: 18-1-16

Copy to:-

- (1) VC, DDA/ EM, DDA/ Pr. Commissioners for information;
- (2) All CE's/HoD's for necessary action;
- (3) Commissioner-cum-Secretary/ CAO for necessary action;
- (4) Guard file.