

DELHI DEVELOPMENT AUTHORITY

No.EM.1(10)83/

Dated:

CIRCULAR NO. 36

Sub:Confidential and performance report of contractors.

The Vaish Committee, in its final report has stressed upon regular evaluation of the performance of contractors working in DDA. For this purpose, the committee has suggested that the confidential and performance reports of contractors should be written by EEs, SEs and CEs half yearly, as already laid down in the CPWD Manual and action taken against such contractors whose performance is found to be unsatisfactory. It has been decided to implement this recommendation of the Committee immediately.

ACE)(CP) has got the forms for writing the confidential reports of contractors printed and books of these forms are being sent to CE/ ACEs. All EEs may please collect these forms immediately from their CEs. The performance report of contractors are to be filled in every six months on 1st April and 1st Oct. Reports due on 1st April, 1983 must be filled-in by the EEs immediately and sent to their remarks. Initially performance reports of contractors in their remarks. Initially performance reports of contractors in Class-I, II, III may be filled-in. For Class-IV & V the EEs may maintain confidential reports in their own officers.

After receipt of confidential reports of contractors from EEs with the remarks of SEs, the Chief Engineers will fill in their own remarks and maintained these confidential report in their offices. In case the performance of a contractor is found to be unsatisfactory, the concerned CE, should initiate a case against the contractor by referring the matter to the Secretary, Contractor's Registration Board with clear recommendations regarding the action proposed to be taken against him.

Earlier also, instructions were issued by this office vide letter No.F.4(8)/72.M.I.-II-III/Pt./SE-Coordp 862 dt. 14.4.1976 and subsequent letter No.F.4(8)72/M,I,II,III/Pt./Secy-/376 dt.31.3.1982 asking EEs to write performance reports of contractors regularly. It is proposed to implement this decision strictly from now onwards. The confidential reports of the contractors due on 1st April, 1983 must, therefore, reach the offices of the Chief Engineers by 31.7.83 positively. In future, the reports must be written on the due dates and forwarded promptly to the SEs/CEs.

Sd/-
(K.D. BALI)
ENGINEER MEMBER