DELHI DEVELOPMENT AUTHORITY
(EM'S OFFICE)

NO. EM6(174)79/Est./Misc./Pt./575-94 DATED: 11.1.95

STANDING INSTRUCTION NO: 445

Sub: Preparation of Preliminary Estimates-
"Revised procedure and sub-mission of monthly returns"

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. At present, the P.Es are submitted to EM's Office for accord of A/A & E/S . PEs are submitted in triplicate sets. Thereafter, one copy of R.E. is retained in Director(Works)'s Office for [illegible] technical aspects and two sets are forwarded to finance wing for obtaining financial concurrence.

A) The files are passed on separately with observations from Dir(W) Office and Finance Wing. Once file is forwarded to SE(P) office, it takes it's own time for compliance submission of observations/requisite details. Generally, SE(P) office forward forwards the file to circle office and thereafter, circle office forwards to concerned division. At times, a file takes about 15 days to travel from EM's office to the concerned division office.

B) Similarly, Finance Wing sends it's file to Director(Works) office and the process is repeated, as mentioned in para (a) above. The process of sending files by D(W) office and Finance Wing continues for months together till all observations are attended to . This cause unnecessary shuttling of file between D(W) office and Finance Wing to SE(P)/divisional office due to improper compliance to the observations made by the Finance Wing/D(W) Office.

C) It is, therefore, enjoined upon all concerned officers (SE(P)s) to follow the following procedure for P.Es submitted hereafterwards:

1) In future, PEs should be directly forwarded to FINANCE WING by the concerned SE(P) (in duplicate) for obtaining financial concurrence to the estimates. This will avoid routing of files to Finance Wing through D(W) Office. It will be entirely the responsibility of Planning Wing(SE-P) Office to

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Copy to 1. All SEs i/c SE(P) II for ref. & n.a.
2. EA of CE(WZ) office.

W-M. MS CE(WZ) 12(9) 95/147 dt 16/1/95 T.O.F. CE(WZ)

Copy to SE/CCS, 13, 17 & SE(P) II, F.O.
for information & n.a. please
Kulathwar
Dt To to CE(WZ)