

DELHI DEVELOPMENT AUTHORITY
(EA'S OFFICE)

NO:EM.1(10)95/7083-253

Dated: 4.4.1995

CIR. JAR NO - 453

SUB: MONITORING OF THE PREPARATION AND SETTLEMENT OF THE FINAL BILLS OF THE CONTRACTORS.

It has been observed that the final bills of the contractors remain pending with the Divisional Officers for years together resulting in not only bad industrial relations but also financial and legal implications in the operation of the contracts. In this context, it is needless to point out that time is the essence of any contract for which expeditious finalisation of the bills is a prerequisite. The EEs must, therefore, give due importance to the finalisation of the bills as expeditiously as possible so that generally no final bill remains pending for more than six months after the completion of works unless there are compelling reasons/ circumstances for the same.

In order to monitor this vital aspect of any contract, it is desired that the SEs should, henceforth, pursue the same in the following manner:-

- a) Keep an account of final bills pending with each Executive Engineer :
- b) Undertake periodical review of position in regard to such bills :
- c) Review the approval/sanction of extra/substituted items because timely action in this regard will help in expeditious finalisation of the bills and,
- d) Ensure an expeditious grant of request for extension of time by the Construction Agency, with or without the levy of penalty, depending upon the merits of such applications which are normally withheld by the Executive Engineers for a considerable length of time without any rhyme or reason.

Contd....2/-

In order to have an effective control over the pendency of final bills, the record of the finalisation of pending bills will be maintained in the prescribed moving proforma Part-I to V (enclosed) as per the procedure detailed below :-

1. Concerned Executive Engineer will prepare (fill up) five copies of the proforma. He will keep one copy with him and send four copies to the Circle Office.
2. The Circle Office, after receipt of 4 copies of this proforma, will fill up all the details relating to the Circle Office. One copy of the same will be kept in the Circle Office and three copies will be sent to the Chief Engineer's Office.
3. When three copies are received in CE's Office, these will be sent to SE(Planning), who will fill up the information and details relating to his office and send two copies to Finance Officer to the CE after retaining one copy in his office.
4. On receipt, Finance Officer will fill up the necessary details and obtain orders of CE in the matter. He will retain one copy in his office and the other copy will work as a moving copy which will be returned to the EE directly.
5. EE after incorporating the up-to-date details shall submit the moving copy to the SE and he shall in turn submit it to the CE every month for monitoring the progress of finalisation of bills at all levels. All offices shall update their copies from this moving copy. The calendar of submission of the moving copy shall be as under :-
 - a) Submission of moving copy by EE by 10th of every month.
 - b) Submission of moving copy by SE by 15th of every month.
 - c) Submission of moving copy by SE(P) by 20th of every month.
 - d) Return of moving copy by CE to EE by 25th of every month.

letter

6. These proformae will be submitted with the covering indicating the number of the pending final bills. The proformae will be filled up for all the pending bills irrespective of their values.

All Engineers are directed to scrupulously follow these instructions.

Encl: As stated.

R.L. Hans
30.3.95
(R.L. HANS)
ENGINEER MEMBER
D.D.A.

- 1. All GE's i/c Electrical and QC.
- 2. All SE's i/c Electrical and Q.C.
- 3. All Directors i.e.M.M., Hort. (North and South).
- 4. All EE's i/c Electrical and Q.C.
- 5. All Dy. Director (Hort.).
- 6. All F.O.'s.
- 7. File No. EM.1(9)95/GTS.

COPY TO:-

- 1. VC, DDA for kind information.
- 2. F.M., DDA ^{or} kind information.

R.L. Hans
30.3.95
(R.L. HANS)
ENGINEER MEMBER
D.D.A.
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PROFORMA FOR FINALISATION OF PENDING FINAL BILLS

Name of Division: - _____

Circle _____

PART - I

PARTICULARS OF WORKS:

1. Name of work; _____
2. Name of contractor _____
3. Estimated Cost _____
4. Tendered Cost _____
5. Agreement NO. _____
6. Anticipated Cost _____
7. Date of Start of Work _____
8. Stipulated date of completion _____
9. Actual date of completion _____
10. Whether contractor has accepted
the full and final measurement. _____
11. Target date fixed for finalisation
of bill _____
12. Reference of A/A and E/S
Full Name of Scheme _____
13. Reference of T.S. _____
14. Deviation if any, _____
15. Amount and date of pre-
final bill . _____

PART - II.

A. COMPLETION CERTIFICATE

Whether recorded:

- i) If, yes, Ref. NO. & Date
- ii) If not, give reasons,
- iii) Ref. No. & Date of sending the same to Circle Office.
- iv) Position in Circle Office.
- v) Whether completion certificate issued by the Senior Architect, as required vide para 56 of CPWD Code.
 - a) Ref. NO. and Date of sending the same to Senior Architect.
 - b) If issued, Ref. NO. and Date.
 - c) If not, reasons thereof

B. EXTENSION OF TIME CASE :

If required please furnish the following information

- a) Ref. NO. and date of submitting the same to Circle Office.
- b) Position in Circle Office.

Please also state reasons for delay if any, indicate present position in respect of following :

- i) CTE Observations
- ii) QC observations
- iii) CE's Observations
- iv) Audit observations
- v) Position of contractor's ledger.

PART - III

POSITION OF EXTRA ITEMS/SUBSTITUTED/DEDUCTION AND REDUCTION ITEMS

- i) Position in EE's Office
Whether EE has Sanctioned the
above items except deduction
and reduction in his competency
If not, reasons for delay
- ii) Ref. NO. and Date of submission
of above items to Circle Office.
- iii) Whether SE has sanctioned the
above items within his compe-
tency and if not, the reasons
for delay may be indicated.
- iv) Ref. NO. and date vide which
extra and substituted items
have been referred to the
Office of SE(P).
- v) position in SE(P) Office.

PART - IV

PARTICULARS OF AMOUNT OF BILLS.

- i) Provision in BE for
Current year
- ii) Anticipated Amount of Final
BILL
- iii) The amount and the shape
in which security deposit
is available with the department.
- iv) Details of part payment with-
held by the department and also
indicate the position of handing
over of flats and maintenance
period.
 - a) Total NO. of Flats
 - b) Flats handed over
 - c) Remaining flats

PART - V

WHETHER THE CONTRACTOR/ DEPARTMENT HAS GONE INTO
ARBITRATION IF SO, GIVE FULL DETAILS :

- i) NO. _____
- ii) Date vide which Arbitrator has
been appointed. _____
- iii) Name of Arbitrator _____

- iv) Present position of
arbitration case. _____