

DELHI DEVELOPMENT AUTHORITY

No. EM1(10)95/13742

Dated: 24.7.95

CIRCULAR NO. 465

Sub: Submission of monthly return of work orders.

.....

Attention of all concerned is invited to the revised financial powers delegated to officers of the Engineering Wing of DDA circulated vide Director(Works)'s letter No.F.5(287)92-93/Plan Coordn./173-99 dated 12.5.93. As per this letter revised financial powers were also conveyed in respect of award of works without call of tenders. In the remarks column of Item No.5 of the enclosure of the above mentioned letter the following specific directions were given:

"To be read concurrently with item No.9. Each authority would submit monthly return of work orders (explaining urgency) issued in a month, with cumulative value of work orders issued during the financial year to his next higher authority. A copy of the return may also be endorsed to C.A.O."

It has come to the notice that most of the authorities within the Engineering Wing are not regularly submitting the monthly return of work orders issued by them in a month to their next higher authority alongwith a copy to CAO.

Any such laxity in strict compliance of the instructions is a serious matter and can not be allowed to continue for obvious administrative reasons.

The revised delegation of powers for award of works on work order basis to the officers of the Hort. Wing were subsequently circulated vide Dir.(Works)'s letter No.5(287) 93-94/Plan Coordn./716 dated 24.3.95, but, somehow, the

above instructions to send monthly returns of the work orders issued in a month to the next higher authority with a copy to CAO had not been reflected in the above mentioned letter dated 24.3.95. It is, therefore, now clarified that all the officers of the Hort. Wing would also be duty bound to follow the above referred instructions about submission of monthly returns.

It is, once again enjoined upon all officers of Engineering/Hort. Wing to scrupulously follow these instructions. Henceforth, each concerned officer must regularly submit these monthly returns to their next higher officers with a copy to CAO failing which the defaulting officer would be inviting disciplinary action.

R. L. Hans
(R. L. HANS)
ENGINEER MEMBER

1. All Chief Engineers including CE(QC), CE(Elect.) and C.E. (Design).
2. C. A. O., DDA.
3. Director(MM), Director(Hort.) North & South & Director(Works).
4. All S. Es including SE(QC), SE(Elect.) & SE(Design).
5. All Ex. Engineers including EE(QC), EE(Elect.) & EE(Design).
6. All Dy. Director(Hort.).
7. E.O. I, II & III to E.M.
8. File No. EM13(2)95/T. C./DDA.

Copy to:

1. OSD to VC for kind information of the latter.
2. P.S. to FM. for kind information of the latter.

D. D. A.
Engineer Member
D. D. A.