

DEHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/5671

Dated: 3.8.84

CIRCULAR NO. 55

The performance report in respect of all works costing Rs. 5 lacs and above is required to be written annually. The proforma for writing the performance report of the contractors is enclosed. The period of the report shall be from 1st July to 30th June. The reports should be written by EE and reviewed by SE and CE and sent to this office by 15th August. Part 2, 3 & 4 must be written by the EE, SE and CE respectively in their own hand-writing.

The confidential register of the contractor should also be maintained in respect of all works costing less than Rs. 5 lacs as per instructions contained in para 5 of section 35 of CPWD Manual Vol. II. This register shall be maintained in the personal custody of Divisional Officer and should on no account be given to Division or Circle office.

Sd/- 3.8.84
(J.K.VARSHNEYA)
ENGINEER MEMBER

All CEs.

All SEs i/c Director (Hort).

All EEs i/c Dy. Director (Hort.)