

(85)

DELHI DEVELOPMENT AUTHORITY

No. EM.1(10)83/5715

Dated: 7th August, 1984.

CIRCULAR NO. 57

On the subject of secured advances, the following instructions are being issued to be strictly followed by all concerned including Divisional Accountants.

1. Secured advances should not be allowed unless the work has already been physically started at site or it can be taken up straight away. A certificate to this effect should be recorded in the bill and the measurement book in which the secured advance is proposed by the officer preparing the bill and countersigned by the EE.
2. Market rates on the basis of which secured advance is sanctioned should be verified and compared with the rates published by the Delhi Admn. from time to time. The reasons for differences, if any, should be recorded by the AE concerned.
3. Secured advances should be sanctioned only for quantities brought actually at site and which are required for bonafide use of work. Measurements for such materials should be recorded in the measurement book. 100% test check of the measurements should be carried out by the AE and certificate to this effect recorded on the bill. EE will, however, be responsible for the general correction for the
4. Secured advances should be sanctioned only for these quantities of materials which conform to the relevant specific and for which the required tests have been got carried out and the results obtained. A certificate to this effect should be given by the AE incharge of work before making payment of a secured advance to the contractor.
5. A strict watch should be kept on the materials on which secured advances have been paid to ensure that materials on actually consumed on work and are not removed by the contractor. If any contractor makes an effort to remove the materials from the site of work, immediate action should be taken against the contractor and a theft report lodged with the Police.

6. Final bills of the contractors should not normally be passed for payment unless the observations/objections raised by the quality control cell or the Chief Technical Examiner are settled or dropped. EEs should take personal interest in getting the observations settled. Only in exceptional cases can the final bill be paid by with-holding an amount against pending observations. In such a case, however, EEs must ensure that a sufficient amount against all possible recoveries is withheld. The AE concerned should record a certificate which will be countersigned by the EE before the final bill is paid.

The above instructions are issued for strict compliance by all concerned including Divisional Accountant who will be held personally responsible in case of default. Strict disciplinary action would be taken against defaulting officers.

Sd/-
(J.K.VARSHNEYA)
ENGINEER MEMBER
6.8.84

Copy to:

All CEs.

All SEs/Director(Hort)

All EEs/Dy. Director (Hort) and Divisional Accountants.
for the information and necessary action.