

DELHI DEVELOPMENT AUTHORITY.

NO. EM1(10)83/10098

DATED: 27.7.88.

CIRCULAR NO. 930

SUB: Recording of completion certificate by SE's/EE's.

It has been reported that some SEs/EEs have not recorded completion certificate though the work was completed within their tenure. This delays finalisation of bill, sanction of extension of time and other related items.

It is enjoined upon all SEs/EEs that while handing over charge to their successors completion certificates in respect of works completed during their tenure are recorded by them as prescribed in CPWD Manual Vol. II. EE shall inform the SE within 15 days of the completion of the work who shall inspect the work and record the completion certificate. In case the EE is not able to inform SE in time, the next SE who is holding charge of work will record completion certificate after inspecting the work, and also after going through the previous reports of CTE, CE(QC) and audit paras etc. In other words, the present SE/EE cannot refuse to record such certificate.

There may be a tendency among SEs/EEs to postpone recording the completion certificate until they are transferred. All cases where SE/EE have not recorded completion certificate during the time the work was completed, the present SE/EE may bring this fact to the notice of the CE. The CE may take action, if he so decides, against the SE/EE who has delayed & not recorded such a valid certificate intentionally. CE can ask the present SE/EE to record certificate of completion after taking necessary steps, as stated above.

These instructions shall be followed strictly by all CEs/SEs, EEs in future.

V.S. Murti
26/7.88

(V. S. MURTI)
ENGINEER MEMBER.

1. All Chief Engineers.
2. All SEs(Civil & Elect.).
3. Dir.(Hort)-North & South.
4. All EEs(Civil & Elect.).
5. All Dy. Directors(Hort.).
6. P.S. to V.C. for information.
7. P.S. to F 4. for information.

ENGINEER MEMBER.