

DELHI DEVELOPMENT AUTHORITY

EM. 1(10)83/3147

Dated: 23-4-87

CIRCULAR NO. 199

Subject- Confidential performance report of contractors.

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Attention of C.Es/SEs/EEs is invited to circular No. 199 issued vide letter No. EM.1(10)83/ dated 23-4-87 regarding performance report of contractors. The forms for writing the performance reports have already been circulated. It is however, seen that the performance reports of the contractors are not being written by SEs/CEs/C.Es. The report of the contractors are required to be filled in every six months. The performance reports of contractors in class I-II & III should be filled in for the period September, 1986 & March, 1987. After receipt of confidential reports of contractors from E.Es with the remarks of S.Es, the Chief Engineers will fill in their remarks and maintain these confidential reports in their files. For class IV & V the E.Es may maintain confidential reports in their offices. In case the performance of a contractor is found to be unsatisfactory, the concerned SE/CE should initiate a case against the contractor by referring the matter to Secretary, Contractor's Registration with clear recommendations regarding the action proposed to be taken against the him.

It is enjoined upon SEs/SEs/CEs to write the performance reports of the contractors every six months regularly. C.Es should monitor the progress in this regard at regular intervals.

*V.S. Murfi*  
( V.S. MURFI )  
ENGINEER MEMBER

To:-  
1. Chairman, DOA.  
2. All Chief Engineers with spare copies for circulation  
3. All SEs/E.Es.