

DELHI DEVELOPMENT AUTHORITY
ENGINEER MEMBER'S OFFICE

NO: EM(10) 83/2415

dt. 13.2.90

CIRCULAR NO: 286

Subj- Instructions regarding issue/maintenance of M.Bs.

The following instructions regarding issue/maintenance of M.Bs are hereby issued. All the concerned are requested to follow these instructions scrupulously. These instructions should be brought to the knowledge of all the Field Engineers by the concerned Chief Engineer.

1. Para-6 of section-7 of C.P.W.D. manual Vol.II emphasises the importance of these documents and is reproduced below.
"These books should be considered as very important accounts records and maintained very carefully and accurately as these may have to be produced as evidence in court of law, if and when required."
2. Instead of issuing an ordinary register, machine numbered registers be issued for maintenance of records of M.Bs in Division as well as Sub-division offices.
3. The M.Bs to the J.Es be issued for a particular work. To minimise the cost of stationery only one M.B. be issued to the J.Es for petty works. This will also reduce misuse of M.Bs.
4. All the M.Bs be returned back to the Division after the final payment of a particular scheme/work is made.
5. Periodical review of M.Bs shall be conducted by the Div. Accountant & Ex. Engineer (Civil & Elect.)/Dy. Directors (Hort.) which is generally not in practice, to avoid loss of M.Bs & misuse of the same as required in Para No-10, 50 to 53 of C.P.W.D. Manual Vol.II.
6. No J.E. be relieved till he hands over all the M.Bs issued to him. For this the A.E. concerned will give a certificate to the E.E. that all the M.Bs have been taken back or handed over to another J.E.
7. To keep a continuous watch on the M.Bs the Asstt. Engineer/Asstt. Director (Hort.) should submit a quarterly certificate of physical verification of the M.Bs with J.Es as per his records.

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- 8. The printing/issue of M.Gs is controlled. The same shall be printed and issued by S.E. (Stores) w.u.f. 15.3.90. *The M.Gs should be issued by S.E. (Stores) to FOSDOES & Directors Municipalities*
- 9. *The record of issue/re-issue of M.Gs shall be updated in the Divisional/Sub-divisional M.Gs issue register in accordance with the relevant provisions of Section-7 of CPWD Manual Vol.II, specifically the para-7, 9, 11 & 23.*
- 10. No, J.E./A.E. shall be issued L.P.C. until a certificate is produced ^{from} Divisional Accountant that all M.Gs issued in particular J.Es/A.Es name are actually returned back and there is no M.G. with the officer transferred.

V. S. Murti
 9/2/90
 (V.S. Murti)
 Engineer Member

DK
 5/2/92

Copy to:-

- 1. All Zonal Chief Engineers with 25 spare copies.
- 2. Chief Engineer(Q.C.), DDA with 10 spare copies.
- 3. Chief Engineer(Hort.) DDA with 25 spare copies.
- 4. G.M., I.S.B.T. with 10 spare copies.
- 5. All E.Os & A.Cs E.M. office.
- 6. S.E.(Vig.), D.D.A. with 10 spare copies.

B. S. Murti
 E.O.-I to E.M.
 D.D.A.
 5/2/92

DK
 5/2/92