
	<p style="text-align: center;">DELHI JAL BOARD: GOVT OF NCT OF DELHI OFFICE OF THE DIRECTOR (F & A) <u>VARUNALAYA PHASE-II, KAROL BAGH,</u> NEW DELHI</p>	
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No. F.152/DJB/AO(F&G)/I.O. spot/2026/ **3280**

Date:- **17-2-26**

Instructional Order

In continuation of this office order vide No. F.128/DJB/AO(F&G)/DOP/2021/2593 to 2605 dated:- 24-11-2025 issued regarding delegation of financial powers to Superintending Engineers of Maintenance Side for award of work without call of tenders/spot quotations costing up to Rs. 10.00 lakh in cases of emergent situation in Delhi Jal Board and in order to ensure transparency, accountability and expeditious execution of petty and urgent works, the following instructions are issued:-

1. For award of work without call of tenders/Spot quotation costing upto Rs. 10.00 lakh in case of emergent situation in Delhi Jal Board, the Superintending Engineers of Maintenance Side has been delegated the powers to accord AA/ES, However, concurrence of Member (W)/(Dr.)/CEN(W)/(Dr) shall be taken for each work under this category before using the aforementioned delegated financial power.
2. Further, delegation of these special financial powers are subject to strict compliance of GFR, CPWD Manual, Procurement Manual and all other codal formalities and instructions issued by the Govt./Department from time to time including Instructional order No. F.220/Dir(F&A)/2012 dated 06-09-2012, Instructional Order No. DJB/Fin./Dir(F&A)/2015-16 dated 30-04-2015 and Reminder No. DJB/Fin./Dir(F&A)/2015-16/134647-134909 dated 16-10-2015.
3. These special financial powers shall be used by the concerned SE only in exceptional emergent case in which no other alternative is available except to call spot quotations.
4. A monthly report of such cases shall be submitted to CEO, DJB through concerned CE and Member by 7th of following month.
5. Details of such works shall be uploaded on DJB website immediately to maintain transparency.
6. In the cases of procurement of proprietary spares/ equipments/ repairs, the following instructions shall be followed by all concerned:
 - (i) The Executive Engineer In-charge will convey his requirement to the manufacturer giving complete details, including model and S. No. of the equipment installed and seek technical & commercial offer from the manufacturer directly.
 - (ii) The Manufacturer should submit the offer directly quoting the lowest rate with complete terms and conditions. The manufacturer would certify that the offered goods are its propriety items, are applicable against model and S.No. of existing equipment, and that the quoted rates are the lowest offered by it and as applicable to Government/ Government organisations.
 - (iii) As per its marketing policy, a manufacturer may choose to supply the equipment directly or direct the order to its authorized dealer to supply (or repair) the spares/ equipment, and through whom the order is proposed to be executed on same terms & conditions as that of the manufacturer. The rate shall be quoted by manufacturer / authorized dealer only.
 - (iv) The Division will prepare estimates based on rates quoted by manufacturer, and recommend its approval by the Competent Authority. All details, such as make, model, S.No. of existing equipment, date of

Dy. Director (IT)
 Delhi Jal Board, GNCTD
 Dy. No. 366 dated 17/02/2026

previous purchase, previous price, stock position, justification of purchase and quantities included in estimate, would be clearly mentioned in the proposal before seeking approval from the Competent Authority.

(v) In a case, where the manufacturer chooses to supply through its authorized dealer, a copy of the purchase order on the nominated authorized dealer will be sent to the manufacturer. The manufacturer would acknowledge (sign and stamp) the same and send it to the concerned division.

(vi) The manufacturer shall stand guarantee for genuineness of all supplies made to DJB or repairs carried out by its nominated authorized dealer, and shall remain involved till the execution of work / supply order.

(vii) The manufacturer / authorized dealer would also submit necessary test certificates (in case of supply of equipment) and guarantee certificates (for both equipments and spares) issued by the manufacturer. The authorized dealer will also submit a copy of the transport's GR against which the spares / equipments were received from the manufacturer.

(viii) For such procurement/ repairs, the AE would do 100% checking and the EE would do at least 50% checking. This would be certified on the back of invoice against that procurement / repair.

(ix) DJB will release payment only after due acknowledgement (written confirmation accepting the supply order, along with a copy of order duly stamped and signed) has been received from the manufacturer, and work / supply order has been executed as per specifications.

(x) AAO and AO will allow the release of payment only if the above guidelines are scrupulously followed. They shall record a certificate of complete satisfaction while allowing such release of payment.

7. The above instructions will also apply on execution of works through manufacturers / authorized dealers. Further, to ensure optimum performance of equipments, their spares would be procured only through the same manufacturer and the process would not be by-passed through use of substitutes procured through quotations / limited tenders/Gem portal.

8. In case the manufacturer does not respond to enquiries and purchases / repairs from other sources is required to be undertaken, then all such cases, without any lower financial limit, would require clearance from Director (F&A) through Joint Director (F&A)-I.

9. At end of each month, the respective Sr. AOs/AOs will send a Division-wise list of all emergency and propriety purchase / repairs, of any amount, to Director (F&A).

10. In case of emergency purchase / repairs, Internal Audit team of DJB would audit 100% of such cases every quarter and submit a report for consideration of Member (Finance) and Director (F&A).

11. Spot quotations will only be invited in cases of urgent works of emergent nature where formal tendering is not considered feasible due to urgency or low cost.

12. Administrative approval and expenditure sanction shall be obtained from the competent authority as mentioned above before execution of work.

13. The estimated cost shall be prepared and recorded on file prior to inviting quotations.

14. Quotations shall be obtained in sealed cover from at least three registered contractors /reliable local agencies/vendors wherever feasible.

15. Quotations shall be obtained in writing on the letterhead of the firm, duly signed with date and rubber seal.

16. The description of work, quantity, specifications and time of completion shall be clearly indicated.

17. A comparative statement of the quotations received shall be prepared indicating rates quoted and total cost.

18. The lowest quotation (L1) shall ordinarily be accepted, provided the rates are reasonable and the agency is competent to execute the work.
19. The accepting authority shall record a certificate regarding reasonableness of rates.
20. A formal work order shall be issued to the L-1 selected agency and no work shall commence without issuance of a written work order.
21. Non-Compliance of these instructions shall invite penal action against the erring official.
- This issues with the approval of the Competent Authority.


(RAVINDER KUMAR)
Director (F&A)

To

1. All EEs/DDOs/
2. Sr.AOs/AOs/AAOs.

Copy for kind information to :-

1. PS to CEO, DJB
3. Member(A)/Member(Fin)/CVO/Addl.CEO
3. CEN (WS)/CEN(Dr)
4. All CEs/Directors/SEs/Jt. Directors
5. All Dy. Directors.
6. DD(IT) with the request to upload the same on the official website of DJB.

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(RAVINDER KUMAR)
Director (F&A)