

**NODAL CELL  
FINANCE DEPARTMENT  
NDMC : NEW DELHI**

**Sub : Administrative action in case of delay in release of payment and/or loss/misplacing of Municipal record**

There have been several cases/instance of records going missing in Civil Engineering Department. As a result, the payments/dues of agencies get delayed badly.

i. The payments are pending for as long as 10-12 years on account of misplacement of record or untraceable record due to transfer/retirement of concerned AE/JE without proper handing over of charge to the successor.

ii. Similar delays were observed in case of death of working contractor. The dues of the deceased could not be released to the legal heirs for more than five years as record/file of the work undertaken by the firm, was not traceable.

iii. Besides, various circulars are being received time to time from various departments for tracing missing case files.

2. The negligence /laxity on the part of the departmental officers is not acceptable. In order to avoid repetition of such harassment/suffering to third party (including legal heirs) or for loss of Municipal record, a strong mechanism requires to be built. It needs to be ensured that necessary checks are incorporated in the system and strict administrative action is taken against the erring officials.

3. Timelines have been prescribed in r/o release of payment to contractors and the same shall invariably be complied.

4. A compliance report w.r.t. settlement of all bills in r/o cases where work has been completed up to 31.03.2021, shall be sent by the Civil, Electricity, Horticulture Departments. Consolidated report through HoD shall be submitted within 30 days of issue of this order.

5. All HoDs shall ensure that responsibility is fixed in case of loss/misplacement of Municipal record and also in cases of default in release of payment and other prescribed procedures.

6. All cases of default/negligence shall be forwarded for necessary disciplinary action to Vigilance Department.

**This issues with the approval of Chairperson**

Director - Finance

**All HoDs**

Copy to :

1. P.S. to Chairperson - for information of Chairperson, NDMC
2. P.S. to Secretary - for information of Secretary, NDMC
3. P.S. to F.A. - for information of Financial Advisor, NDMC
4. Copy in E 102197