

New Delhi Municipal Council

Finance Department

No. Fin(UHH)/Estate/Policy/2003-04/137

Dated: 9th May 2003Standing Order No.1/2003-04

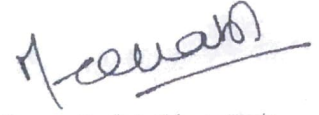
NDMC has created a large number of commercial & institutional complexes as also community centers, old age homes, working women hostels, a cinema hall, etc. It has also licensed land for construction and running of hotels. The rationale for creating such assets is two fold: (i) to create facilities for members of public as well as tourists and; (ii) to earn revenue for part financing of NDMC's obligatory functions like health & sanitation, education, water supply, drainage, sewerage, social welfare etc., which consume enormous amount of financial resources but do not earn any revenue. Any investment decision on creation of assets requires serious consideration of its need, potential to earn revenue and any adverse impact it may have on the existing problems of traffic congestion and parking. Besides examination by the Finance Department, prior consultation with Estate and Enforcement Department, is absolutely necessary.

2. We, however, find that Estate Department is never consulted by the Civil Department while conceiving new commercial or institutional complexes. Recently, while reviewing a case of Estate Department, it was noticed that in prime localities like Bhagat Singh Marg at Gole Market, Palika Place at Panchkuin Road and Palika Bhawan at R K Puram, a large number of premises are lying vacant for want of any demand for shops, office units etc. The investment in such complexes are not yielding adequate return. On the contrary, many premises are under litigation. Instead of earning revenue for NDMC, a large number of these premises have turned into a drain on NDMC's resources.

3. Moreover, the density of traffic in NDMC area is already heavy and it is increasing rapidly. Construction of more commercial, shopping or office complexes will only add to the existing problems of congested roads chocked with vehicles and make the problem of lack of parking space even more acute. It will also result in putting the civil amenities like water and electricity supply under more pressure.

the above background, the Civil Engineering Department is called upon to seriously consider these aspects while conceiving such projects and should, invariably, consult Estate and Enforcement Department before sending their proposal to Finance Department.

5. This issues with the approval of Chairman.



(Meenakshi Sharma)

Director (Finance)

Copy to:-

Chief Engineer [Civil] *2/21*

Director [Estate] *12/11*

Director [Enforcement]

**NEW DELHI MUNICIPAL COUNCIL
FINANCE DEPARTMENT**

No: Fin (U-III)/S.O./2003-04/D-237-244

Dated: 11-8-03

Standing Order No. 2 /2003-04

**SUB: PROCEDURE FOR ISSUE OF STANDING ORDERS IN THE
FINANCE DEPARTMENT.**

In order to maintain uniformity, easy retrieval and unique identity to the instructions issued by the various Units (including Budget Wing) of the Finance Department, it has been decided that a Standing Order Register will henceforth be maintained by the Central Diary Section of the Finance Department. Any Standing Order, besides bearing the file number. of the relevant unit, shall be given a Standing Order No., serial number wise, for a financial year. For example, Standing Orders for the year 2003-04 will be numbered as Standing Order No.1/2003-04, 2/2003-04 and so on. A Guard file of all the Standing Orders in chronological order shall also be maintained by the Central Diary Section. Standing Order NO.1/2003-04 has already been issued by the Unit-III, which may also be entered in the Standing Order Register.

All the Units (including Budget Wing) of the Finance Department may process the cases for issue of Standing Orders in their respective files. After obtaining the approval of the Competent Authority, the file should be sent to the Central Diary Section for issue of the Standing Order after allotting the Standing Order No. in the register, besides usual dispatch number. After issue of the Standing Order, the Central Diary Section shall return the file to the concerned Unit for reference and record.

This issues with the approval of F.A.

Abhishek Gupta
(ABHISHEK GUPTA)
DIRECTOR (FINANCE)

Copy to:

- ✓ 1) PS to F.A.
- 2) PA to Dir. (Fin)
- 3) Joint Director (Fin)
- 4) Finance Officer (Unit-I)
- 5) Finance Officer (Unit-II)
- 6) Finance Officer (Unit-III)
- 7) Diarist, Central Diary Section
- 8) Guard file

AFD (103) / 8
AFD (SS) / 130/82
AFD (S) / 130/82

**NEW DELHI MUNICIPAL COUNCIL
(FINANCE DEPARTMENT)
PALIKA KENDRA; NEW DELHI**

No.Dir(F)/D/245-248/2003

Dated:13.8.03

OFFICE MEMORANDUM No.3

Subject: Formation of negotiation sub committee-modification thereof.

Prior to issuance of OM No. Dir. (F)/D/802/2001 of 20.06.2001, negotiations in respect of works/supply with tendered amount up to Rs.10 lakh used to be conducted by HOD concerned in consultation with associated AO/FO. In cases where tendered amount exceeded Rs.10 lakh, the negotiation sub committee used to be head by the Financial Advisor. Subsequently, in terms of OM dated 20.6.2001, composition of standing negotiations sub-committee for execution of works/services and procurement of stores was modified as under: -

a)	<i>Contracts up to tendered cost up to Rs.50 lakh</i>	<i>HOD concerned in consultation with associated AO/FO along with representative of Law Department.</i>
b)	<i>Contracts above the tendered cost Rs.50 lakh</i>	<i>HOD concerned shall put up a panel to Chairman for nominating an officer of 4 or 5 Sr. Officers of the NDMC like FA/LA, Secretary and HODs to chair the Negotiation Sub-Committee. The Negotiations Sub-Committee will include representatives of Law and Finance Department.</i>

In partial modification of OM of 20.06.2001, Chairman has ordered that the composition of negotiation sub-committee for works above Rs.50 lakh would now be as under: -

b)	<i>Contract above the tendered cost Rs.50 lakh</i>	<i>FA will chair the negotiation sub committee. Concerned HOD, Legal Advisor, SSW & Director (F) will be its members.</i>
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These orders are to take effect from the date of issue.

Abhishek Gupta
(Dr.Abhishek Gupta) -
Director (Finance)

Copy to:-

1. All HODs.
2. Secretary to Chairman for kind information of Chairman.
3. PS to FA for kind information of FA
4. PS to Secretary for kind information of Secretary.
5. Office file.

New Delhi Municipal Council**Finance (Budget) Department**
Palika Kendra : New DelhiNo.F.75/HA/Budget/ 339 /Fin. (B)Dated 25/8/03**STANDING ORDER No/ 5 /2003-04****Subject: Working Group discussions at Planning Commission to finalize sectoral allocations of outlays for Annual Plan of Govt. of NCT of Delhi**

In the month of August/September every year the exercise of working groups' discussions takes place at Planning Commission, Yojana Bhawan, New Delhi to finalize sectoral allocations of outlays for the Annual Plan of Govt. of NCT of Delhi. The Heads of Departments in NDMC responsible for implementation of schemes under the Annual Plan are required to participate in person or through their senior officers in working group discussions to justify their budget projections. After the discussions, the HODs are required to send details of changes in fund allocations, if any, agreed by the Planning Commission, scheme-wise, to Finance (Budget) Department for compilation and onward transmission to the Planning Department, Govt. of NCT of Delhi.

This issues after approval of the Chairperson.

Abhishek Gupta
(Dr. Abhishek Gupta)
Director (Finance)

1. Chief Engineer (Civil)
2. M.O.H.
3. Director (Education)
4. Director (Welfare)
5. Director (Horticulture)
6. Diarist, Central Diary Section
7. Guard file
8. P.S. to F.A.
9. P.A. to Dir. (Fin.)

**NEW DELHI MUNICIPAL COUNCIL
FINANCE DEPARTMENT**

No: Fin(U-III)/S.O./2003-04 | D-267-275

Dated: 1-9-03

Standing Order NO.6/2003-04

NDMC has licensed a large number of commercial and institutional complexes as also shops to government, public sector undertakings and private parties on payment of licence fee. Licensed fee is charged from the licences on open bidding based on floor-area of the concerned premises. Normally, Estate Department relies on the measurement of the premises as supplied by the concerned divisions of the Civil Engineering Department. It has come to the notice of the Finance Department that there is no institutional mechanism in the Estate Department to assure itself that the measurement has been physically verified.

In the above background, the Estate Department is called upon to constitute a sub-committee of officers of the Estate Department, Civil Department and Architect Department to carry out physical inspection of the premises sought to be licensed out and a fresh license deed is to be signed. The sub-committee shall be responsible for making sure that actual measurement of the area of the premises is done by the Civil Engineering Department. The sub-committee shall thereafter submit its report to the Dir.(Estate) for further action in the matter. The sub-committee may be constituted by the Estate Department with the prior approval of the Chairman.

As the actual area being licensed out to any party is the basis for fixation of licence fee, it is necessary for the Estate Department to assure itself that the computation of licence fee is correct.

This issues with the approval of Chairman,NDMC.

Abhisek Gupta

(DR.ABHISEHK GUPTA)
DIRECTOR (FINANCE)

29/8/2003

COPY TO:

- 1) P.S.to F.A.
- 2) Chief Engineer (Civil)
- 3) Chief Architect
- 4) PA to Dir.(Fin)
- 5) Director (Estate)
- 6) Jt.Director(Finance)
- 7) Finance Officer (Unit-I)
- 8) Finance Officer (Unit-II)
- 9) Finance Officer (Unit-III)
- ✓ 10) Guard File

NEW DELHI MUNICIPAL COUNCIL
FINANCE DEPARTMENT

No: 69/IIA/Fin(B)/2003-04

Dated: 2-9-03

Standing Order NO. 7/2003-04

SUBJECT: Creation of new assets/system/facilities and augmentation/replacement of the existing assets/system/facilities by the various departments of NDMC.

Of late, it has been observed that the proposals conceived by the Civil Engineering/Electricity Department and other departments of NDMC for creation of new assets/systems/facilities, augmentation/replacement of existing assets/system/facilities etc. are processed by the concerned departments in a haphazard manner without complete background, project report and cost-benefit analysis. In the absence of complete information, the Finance Department finds it difficult to concur with such proposals. In order to streamline the procedure in this regard, it has been decided that all such proposals, henceforth, should be processed by the various departments of NDMC in the following manner: -

- 1) A history sheet of the existing assets/ system/facilities should be extracted from the relevant asset register and records, generally providing the following information:
 - a) Date of establishment of the asset/facility/system ;
 - b) Initial cost and capacity;
 - c) Augmentations/replacements carried out from time-to-time and cost thereof;
 - d) Major repairs carried out from time-to-time and expenditure thereon;
 - e) Accidents (like fire) occurred till date ;
 - f) NDMC's title to land ;

- 2) A sub-committee of officers should be got nominated by the Chairman, NDMC, which may remain in force for a financial year. The constitution of the sub-committee may be as follows:
 - a) S.E. or equivalent officer of the Department ;
 - b) S.E. or equivalent officer of the other department of NDMC, having technical knowledge on the subject ;
 - c) Executive Engineer (Planning);
 - d) Executive Engineer of the concerned division of Civil Engineering/Electricity Department and in case of other departments, an equivalent officer and;
 - e) Officers of other user departments like Horticulture, Estate, Education, Health and Welfare etc.

The history sheet prepared by the department as at serial No. 1 above should be made available to the sub-committee. The sub-committee shall be

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responsible for submitting comprehensive project report/recommendations to the HOD. The report of the sub-committee should broadly contain the following information: -

- a) The existing assets/system/facilities;
 - b) Drawback and deficiencies of the existing assets/system/facilities;
 - c) Extent of utilization of the existing assets/system/facilities;
 - d) Necessity for creation of new or augmentation/replacement of the existing assets/system/facilities;
 - e) Technical viability of the proposed scheme and;
 - f) Statistical parameters to establish the need of creation of new assets/system/facilities or augmentation/replacement of existing ones.
- 3) In case of replacement of equipments/network, a sub-committee is also required to be appointed under GER 124 (1) to declare the existing assets/system/facilities as obsolete or unserviceable. The sub-committee should also fix the reserve price of the dismantled material. The sub-committee as suggested at Sl.No. 2 above can also function as the sub-committee for this purpose, with the approval of the Chairman, subject to the condition that the concerned Accounts Officer of the department should also be a member of such a sub-committee.
 - 4) A cost-benefit analysis of the proposed scheme should also be conducted by the department and annexed to the Project Report.
 - 5) In case of large projects/works, where different activities relating to the project have to run concurrently, a PERT Chart (Programme Evaluation Review Technique) and Critical Mean Path (CPM) must be drawn so that the inter-linked activities are scheduled as per the requirements of the project.
 - 6) After receipt of the project report/recommendations of the sub-committee, the department may process the case further for preparation of the preliminary/detailed estimate, which should be got checked by the Planning Division to ensure that it is strictly based on the prescribed guidelines/norms/yardsticks.
 - 7) Further action to obtain concurrence of the Finance Department and approval of the competent authority for administrative approval and expenditure sanction may be taken as usual.

This issues with the approval of the Chairman, NDMC.

Abhishek Gupta
 (DR. ABHISHEK GUPTA)
 DIRECTOR (FINANCE)

COPY TO:

All HODs and others concerned (As per list)

NEW DELHI MUNICIPAL COUNCIL
FINANCE DEPARTMENT

No: 69/IIA/Fin(B)/2003-04

Dated: 2/9/03

Standing Order No. 8 /2003-04

SUB: LIQUIDATION OF ARREARS OF REVENUE REALIZATION.

Arrears in revenue realization accumulated in various departments of NDMC have been receiving the attention of Finance Department in the recent past. It has also been observed that the policy matters, involving revenue realization and having long term bearing on the finance of NDMC, are not being referred to the Finance Department for concurrence or advice.

With a view to improving revenue realization, all the revenue earning HODs may please have a monthly report prepared by all the Wings/Units of their respective departments containing details like age-group of arrears, amount locked in Court cases and/or cases pending with Estate Officer, arrears realized through Lok Adalats, arrears realized through holding camps in various areas and any other details considered relevant by the departments. The HOD concerned should personally analyse the monthly report of his department and decide upon the strategy to handle the situation and take appropriate action to liquidate the arrears. Such a report will also facilitate the departments to present status report to the higher authorities as and when called for. The targets should also be prescribed for the concerned officers in the matter of realization of revenue.

All the revenue earning HODs are also called upon to submit a summarized monthly return to Chairman providing details of closing balance of outstanding arrears, dues accrued during the month, receipts during the month and closing balance. The return should be submitted by the 10th of the following month.

All the policy matters, involving revenue realizations and having long term bearing on the finance of NDMC, should be decided, henceforth, in consultation with the Finance Department.

This issues with the approval of the Chairman, NDMC.

Abhishek Gupta
(DR. ABHISHEK GUPTA)
DIRECTOR (FINANCE)

Copy to: all HODs and all others concerned (as per list)

**NEW DELHI MUNICIPAL COUNCIL
FINANCE DEPARTMENT**

23

No: Fin(U-III)/S.O. 9/2003-04 | D-406-417Dated: 7/x/03

Standing Order NO. 9/2003-04

**SUB: CREATION OF A FULL FLEDGED PLANNING DIVISION IN EACH OF
THE ELECTRICITY DEPARTMENT OF NDMC BY INTERNAL RE-
ORGANISATION.**

In the course of scrutiny of various estimates, tender cases etc. received from Electricity Departments, Finance Department has been pointing out that such cases should be got checked by the Planning Division of the Department. However, the Electricity Departments have been expressing their inability to comply with the requirement on the grounds that they do not have a full-fledged Planning Division for this purpose and there is no such practice in the Department.

The plea of non-existence of a full-fledged Planning Division is not acceptable. NDMC had resolved to follow the CPWD Codes and Manuals a long time ago and had been following procedures laid down by CPWD since long. In the circumstances, the choice of selectively following the CPWD procedure is not available to the Electrical Departments. The Civil Engineering Departments of NDMC have a well established Planning Division which independently carries out technical scrutiny of estimates, tenders etc. Such scrutiny is necessary to provide assurance to the concurring and sanctioning authorities about an independent check on the estimates and thorough scrutiny of tender papers.

The matter was examined at the level of Chairman, NDMC. Chief Engineer (E)-I and II are requested to identify a complete knowledgeable Supdt. Engineer of their respective Department and consider other officers to set up a Planning Division. No additional posts will be sanctioned for the purpose. The task of setting up Planning Division may be completed within a fortnight and office order to that effect issued and endorsed to Finance Department for reference and record.

This issues with the approval of Chairman, NDMC.

Abhishek Gupta
(DR.ABHISHEK GUPTA)
DIRECTOR (FINANCE)

COPY TO:

- 1) P.S. to Chairman
- 2) P.S. to F.A.
- 3) P.S. to Chief Auditor
- 4) Chief Engineer (E)-I
- 5) Chief Engineer (E)-II
- 6) Director (Personnel)
- 7) Director (Accounts)
- 8) P.A. to Director (Fin)
- 9) Jt. Director (Finance)
- 10) Finance Officer (Unit-I)
- 11) Finance Officer (Unit-II)
- 12) Finance Officer (Unit-III)
- 13) Guard File

R
11/x/03

G-28011/113/2022-IAB
NEW DELHI MUNICIPAL COUNCIL
FINANCE DEPARTMENT

No: FD(U-III)/SO-I.A./2003-04 / D-24-36

Dated: 15-1-04

Standing Order No. . 10/2003-04

SUB: FUNCTIONING OF INTERNAL AUDIT BRANCH.

The basic functions of Internal Audit Branch (IAB) include study of accounting procedures prescribed for various departments of NDMC with a view to ensuring that they are correct, adequate and free from any defects or lacunae; watch over the implementation of the prescribed procedures and orders issued from time to time; scrutiny and check of payments and accounting work of the accounting units; investigation of important areas in accounting and other connected records; periodical review of all accounts records; pursuance/settlement of objections taken in test audit notes issued by statutory audit and other matters relating to statutory audit; and to examine and report on points or irregularities referred to it by various authorities/departments. Another important area under the scope of Internal Audit is the audit of revenue receipts where the internal audit party should *interalia* ensure that necessary checks are conducted to ensure speedy realization of revenue, non-accumulation of arrears, non-existence of willful omission or negligence to levy/collect taxes or to arrange for refunds, reconciliation of revenue receipts, correct refund of revenue etc.

It has been brought to notice that the Establishment Branch under the Personnel Department has been sending routine cases of checking of pay fixations to the IAB, with the result that a better portion of time and energy of the staff of the IAB are consumed in checking of pay fixation cases. Pay fixation is purely an establishment function and the IAB relies on the same set of rules/orders, which are available with the Establishment Branch. Referring of all the pay fixation files to the IAB not only hampers the performance of its aforesaid key functions but also causes avoidable delay in the finalization of pay fixations from time to time.

In the above background, it has now been decided that the Establishment Branch shall not refer each and every case of pay fixation to IAB. In case of complicated cases where Establishment Branch has some doubt, the points of such doubt may be explicitly brought on record for examination by IAB. Similarly, policy matters on the subject of pay fixation may be referred to IAB clearly stating the points of doubt on which clarifications are sought. In any case, IAB would test check pay fixation cases during the course of internal audit to ensure that the pay fixations are correct. Retirement and death cases shall continue to be sent to IAB as usual. This is, however, without prejudice to the authority of the IAB to check and examine any record during the course of audit of the Establishment Branch.

With the relief from checking of routine pay-fixation cases, the IAB is called upon to strengthen their audit trails in the key areas mentioned in the first ~~two~~ paragraph.



(R. NARAYANASWAMI)
CHAIRMAN

COPY TO:

- P.S. to Chairman
- P.S. to F.A.
- P.S. to Chief Auditor
- P.S. to C.V.O.
- Director (Finance)
- Director (Accounts)
- Director (Personnel)
- Jt. Director (Internal Audit)
- Jt. Director (Finance)
- Finance Officer- (Unit-I)
- Finance Officer- (Unit-II)
- Finance Officer- (Unit-III)
- Guard File

NEW DELHI MUNICIPAL COUNCIL
FINANCE DEPARTMENT

21

No:F.D.(U-III)(SO)/RM/2003-04 | D-42-54

Dated: 20-1-04

Standing Order NO. 11 /2003-04

SUBJECT: Compliance of the instructions of Central Vigilance Commission on Road Maintenance.

Attention is invited to the U.O. No.2570/Vig./Imp./T.O(C-II)/2003 dated 08-09-2003 from C.V.O., NDMC and U.O. No. 3436/Vig./Imp./T.O(C-II)/2003 dated 5/12/2003 from Director (Vigilance), NDMC regarding compliance of the instructions of Central Vigilance Commission on road maintenance. While going through the directions given by Hon'ble Chief Minister of Delhi to the Public Works Department and other agencies to take up and complete repairs to roads by the end of Sept. 2003 the CVC observed and advised as follows: -

“One of the major reasons for the bad quality of roads is non-adherence of the laid down norms while constructing/re-metalling the roads apart from use of sub-standard quality of material. Further, the Sr.Engineers while approving such works of roads do not bother as to whether or not proper drainage system exists. It has, therefore, been advised by the CVC that we should keep in mind this fact while undertaking work relating to repair/re-metalling of roads. For this purpose Executive Engineers and S.E.s should check the site and give a certificate that they have checked the roads which are to be repaired/re-metalled and the drainage system is in order. In case, there is a need for repair/desilting of the clogged drainage that should be attended to first before re-metalling/repair work of the road is undertaken. This will go a long way in improving the quality of the roads being laid in Delhi.”

In view of above, the Civil Engineering Department is called upon to record a certificate on the files to be sent to the Finance Department for consideration of the proposals relating to re-surfacing or maintenance of roads, to read as “Certified that the instruction of Chief Vigilance Officer issued under U.O.No. 2570/Vig./Imp./T.O.(C-II)/2003 dated 8/9/03 have been duly taken into account and that at the time of actual execution of the work(s) the concerned Engineers of NDMC would ensure strict compliance of the directives”. The cases received in the Finance Department without such certification shall not be entertained henceforth.

[Handwritten signature]

This issues with the approval of F.A.

Abhishek Gupta
(DR.ABHISHEK GUPTA)
DIRECTOR (FINANCE)

Copy to:

- 1) P.S.to Chairman
- 2) P.S.to F.A.
- 3) P.S.to Chief Auditor
- 4) P.S.to C.V.O.
- 5) Engineer-in-Chief
- 6) C.E.(Civil)
- 7) Director (Vigilance)
- 8) Director (Finance)
- 9) Jt.Director(Finance)
- 10) F.O.(UNIT-I) along with two spare copies for AFOs.
- 11) F.O.(UNIT-II) along with three spare copies for AFOs.
- 12) F.O.(UNIT-III) along with three spare copies for AFOs.
- 13) Guard file

For strict compliance!
① AFOC (VK)
② AFOC (SS)
③ AFOC (S)
copy sent to all AFOs.

NEW DELHI MUNICIPAL COUNCIL
FINANCE DEPARTMENT
 7th Floor, Palika Kendra, Sansad Marg, New Delhi-110001

No: FD(U-III)/SO/2004-05/ D-201-2201

Dated: 15-06-2004

Standing Order NO. 12/2004-05

Subject : Forwarding of files/cases to Finance Department by the departments under the jurisdiction of the Secretary NDMC.

Of late it has been noticed that the Directors/HODs of the Personnel Department and other departments under the jurisdiction of Secretary, NDMC, refer the files/cases for concurrence/advice of Finance Department directly to F.A./Director (Finance). In order to satisfy Finance Department that the proposals made by the concerned departments have approval of the Secretary, all such cases are required to be routed through The Secretary. Besides this, it has also been observed that the cases of purely administrative nature, required to be regulated under the FRSRs and other service rules followed by NDMC, are also being referred to Finance Department. In such cases, Finance Department has nothing to add and hence, the cases are returned to the concerned departments. This only causes delay in finalisation of the cases.

In view of the position brought out above, HODs of all the departments of NDMC under the jurisdiction of Secretary are requested to ensure that the cases to be referred to Finance Department for concurrence/advice are invariably routed through the Secretary. The cases of purely administrative nature should be decided by the Personnel Department after satisfying themselves with reference to the FRSRs and other service rules followed by NDMC, and such cases should not be referred to Finance Department.

This issues with the approval of the Chairperson, NDMC.

Abhishek Gupta
 (Dr. Abhishek Gupta)
 Director Finance

Copy forwarded to:

1. P.S. to Financial Advisor, NDMC.
2. P.S. to Secretary, NDMC.
3. Director (P)
4. Director (Education)
5. Director (Estate)
6. Director (Commercial)
7. Director (General Admn)
8. MOH
9. Director (Enforcement)
10. Director (Welfare)
11. Director (IT)
12. Director (PR)
13. Transport Controller
14. PS (CPH)
15. Director (Finance)
16. Jt. Director (Finance)
- ✓ 17. Sr. Finance Officer (Unit II), along with three spare copies for AFOs.
18. Finance Officer (Unit I), along with two spare copies for AFOs.
19. Finance Officer (Unit III), along with three spare copies for AFOs.
20. Guard F.P.

**NEW DELHI MUNICIPAL COUNCIL
FINANCE DEPARTMENT
7th Floor, Palika Kendra, Sansad Marg, New Delhi-110001**

No. FD (U-I)/SO/2005-06/D

Dated: 11/4/2005

Standing Order No. 14/2005-06

SUBJECT: Acceptance of tenders and appointment of Standing Technical Evaluation/Negotiation Sub-Committees for evaluations of tenders.

1. All the officers of Civil Engineering & Electricity Department shall accept tenders within their delegated powers circulated vide No. Fin/2003/DP-ii/496 dated 20.01.2003 subject to the following:-

- (a) All cases within the delegated powers of EEs/SEs shall be examined by their attached planning and integrated finance units.
- (b) All cases within the delegated powers of CEs/E-in-C shall be examined by SE(P)/ACE(P) and Sr.A.O. No separate technical sub-committee shall be required to examine single bid tender cases.
- (c) All cases within the delegated powers of Chairperson/Council shall be examined by SE(P)/ACE(P) and concurred by Finance.

2. In partial modification to circular issued vide this officer No.Fin(U-III/Elect./Tenders/1/2001-02 dated 8.5.2002 for specialized works/works requiring expertise of contractors in the specialized fields, tenders are to be invited in two bids system i.e. technical and price bid. The financial bid of only those tenderers shall be opened whose offers are found as per terms and conditions of the NIT by the technical evaluation committee.



The following Standing Technical Evaluation Sub-Committee is hereby constituted for Civil Engineering & Electricity Departments. This committee will give unambiguous recommendations regarding the technical responsiveness of various tenderers with reference to the terms and conditions of the NIT. The short-listing of the contractors shall be done only with the recommendations of technical evaluation sub-committee. Same committee shall evaluate price bid also.

C.E.	Chairman
Concerned SE	Member
SE(P)/AC(P)	Member Secretary
SE from other Zone	Member
(Each SE shall be member by rotation for different works)	

Concerned EE	Member
Rep. Of F.A.	Member
Rep. Of L.A.	Member

4. The technical sub-committee shall meet twice in a month on alternate Wednesdays(next working day if Wednesday happens to be a holiday) to decided all pending cases.

5. Following standing negotiation sub-committees are hereby constituted with immediate effect for Civil Engineering & Electricity Departments. This is in super session to this office memorandum No.3 issued vide No. Dir.(F)/D/245-248/2003 dated 13th August, 2003.

Tenders up to Rs. 50 lakhs

Concerned CE	Chairman
Concerned SE	Member

Tenders beyond Rs. 50 lakhs

E-in-C	Chairman
Concerned CE	Member

634674/2022/IAB

SE(P)/ACE(P)

SE from other Zone
(Each SE shall
be member by
rotation for different
works)

Member

Member

Concerned SE
SE(P)/ACE(P)
SE from other
zone(Each SE
shall be member
by rotation for
different works

Member

Member

Member

Concerned EE
Senior AO/AO

Member

Member

Concerned EE
Senior AO/AO

Member

Member

6. The above standing neogitations sub-committees shall hold negotiations only with L₁ tenderer so as to comply para 18.12.1 of CPWD works manual 2003 and shall meet as and when required.

7. These orders shall be implemented with immediate effect and are issued with the approval of Chairperson.

(D.N. SINGH)

DIRECTOR (FINANCE)

Copy to:-

- 1) All CEs/ACEs.
- 2) All SEs
- 3) All EEs
- 4) PS to Chairperson
- 5) PS to Secretary
- 6) PS to F.A.
- 7) PS to E-in-C
- 8) PS to Advisor (Revenue)
- 9) PS to CVO

**NEW DELHI MUNICIPAL COUNCIL
(FINANCE DEPARTMENT)**

No.Dir.(F)/12/219/2005.


Dated: 07-06-2005

Standing Order No. 15/2005-06

Sub: Creation of new assets/systems/facilities and augmentation /replacement of the existing assets/systems/facilities by the various departments of NDMC.

In partial modification of Standing Order No. 7 dated 02.09.2003 (copy enclosed) on the above noted subject, it has been decided that project report is required to be prepared in respect of works exceeding Rs. 50 lakh (Rupees fifty lakh). A standard format of Project Report is enclosed as an addendum to this standing order. Remaining conditions as detailed in the Standing Order No. 7 of 02.09.2003 will remain unchanged.

This issues with the approval of Chairperson.


(Hira Ballabh)
Director(Finance)

Encl: As above.

Copy to: All HODs.