



दिल्ली सरकार  
प्रमुख अभियंता, लो0नि0वि0,  
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No.E-in-C/PWD/Works/00./2024/ 438

Dated: 23.01.2024

### OFFICE MEMORANDUM

**Subject:** Instructions issued by PWD Secretariat to be followed before release of any payment.

**Ref:** Office order No. F09 (35)/2023-24/RE/PT-III/14437-40 Dt:18.12.2023. (Copy enclosed)

With reference to the above subject, a copy of the above office order issued by the Secretariat PWD, GNCTD containing the instructions to be followed before release of any payment is enclosed.


All concerned are directed to strictly follow the above instructions. The negligence in this regard shall be viewed seriously.

This issues with the approval of Engineer-in-Chief, PWD GNCTD.

**Enclosure:** As above.

**To:-**

1. Pr. Secretary, (PWD), PWD Secretariat, 3<sup>rd</sup> floor, MSO building I.P Estate, New Delhi-110002. For information please.
2. Pr. CE (M&F), 12<sup>th</sup> floor MSO Building. For necessary action please.
3. Pr. CE (Projects), 9<sup>th</sup> floor MSO Building. For necessary action please.
4. CE (East), 3<sup>rd</sup> floor MSO Building. For necessary action please.
5. CE (North), 5<sup>th</sup> floor MSO Building. For necessary action please.
6. CE (South), 7<sup>th</sup> floor MSO Building. For necessary action please.
7. CE (Flyover), 4<sup>th</sup> floor MSO Building. For necessary action please.
8. CE (Health), 2<sup>nd</sup> floor MSO Building. For necessary action please.
9. CE (Projects), 1<sup>st</sup> floor MSO Building. For necessary action please.
10. CE (Judiciary & Project Zone), 13<sup>th</sup> floor MSO Building. For necessary action please.
11. Website.

  
**Dy. Director (Works.)-I**  
**PWD, GNCTD**

	PUBLIC WORKS DEPARTMENT SECRETARIAT, Govt of NCT of Delhi, 3rd Floor, MSO Building, IP Estate, ITO, New Delhi- 110002	
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No. F09(35)/2023-24/RE/PT-III/14437-40

Date:- 18/12/2023

OFFICE ORDER

As the Revised Estimate are being considered by GNCTD, it is hereby stated that the following instructions shall be followed before release of any payments:-

1. All Superintending Engineers shall personally check all the payments due to be made against the executed work and duly prioritize the payments.
2. All expenditure shall be prioritized keeping a balanced view with respect to liabilities and upcoming expenditures.
3. All SE's shall personally ensure that there are no split tenders at the circle level or below and no new maintenance tenders (civil, horticulture and electrical) are called without approval of a comprehensive action plan at circle level.
4. All SE's shall take work satisfaction report from all Engineer's in Charge failing which no payment shall be made. The work satisfaction report shall be placed on file and the concerned Executive Engineers shall be personally responsible.
5. All works executed in the circle shall be comprehensively analysed and all similar scope of work may be combined and a concrete circle level action plan be prepared before 01.01.2024.
6. All works which have cost and time over-runs may be compiled along with reasons and appropriate penalties be issued to the concerned Engineer's in Charge.
7. It is reiterated that all expenditure from the Revised Estimate shall be the personal responsibility of SE's concerned and any negligence in the disbursement of funds will be viewed very seriously.

This issues with the approval of the Pr. Secretary (PWD).

(SHASHANKA ALA) IAS  
Special Secretary, PWD

To,

1. Engineer-in-Chief, PWD, MSO Building, I.P. Estate, New Delhi.
2. All Superintending Engineers, PWD.

Copy for information: -

1. PS to Pr. Secretary, PWD, 3rd Floor, MSO Building, ITO, New Delhi-110002.
2. PS to Special Secretary-1, PWD, 3rd Floor, MSO Building, ITO, New Delhi-110002.

प्रमुख आभयदा  
 आवरी सं. 673  
 दिनांक 18-01-24  
 प्रमुख अभियंता  
 निदेशक (कर्मिक)  
 निदेशक (अनु.)  
 निदेशक (कर्मि)  
 एवं सहायक अभियंता  
 निदेशक (अनु.)

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19-01-2024

Copy to Pr. CE's & CE's, pl.

19/01/24