



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009
(FORMERLY DELHI COLLEGE OF ENGINEERING)
BAWANA ROAD, DELHI-110042

F.No.DTU/Reg/Notification/2016-17

549

Dated : 11.05.2017

NOTICE

Subject: Streamlining the Working of Engineering Division

It has come to notice that works are being executed by placing work orders after inviting sealed quotations for an amount less than Rs. 2 lakh in each case. Nature of many of these works is such that the requirement could have been foreseen and the scope of work could have been clubbed.

In view of above, the following guidelines are being issued for strict compliance by all concerned:

1. Engineering Division shall maintain Register of Buildings and inspection of buildings will be carried as prescribed in CPWD Maintenance Manual, 2012. Annual action plan will be prepared on the basis of this inspection.
2. Estimates for various maintenance and repair works should be prepared timely after conducting proper inspection of the buildings. There should not be too many estimates for Annual Repairs or Special Repairs. As far as possible, number of estimates should be restricted by clubbing the similar nature works and open tenders should be invited wherever applicable.
3. Placing work orders by collecting spot quotations may be resorted only in case of Emergency Works. In cases of **urgency**, work orders can be placed by **inviting open quotations through University Website and notice board but only after obtaining the prior approval of the Vice Chancellor for the same**. Under normal circumstances no work shall be carried out through spot quotations. Further, annual limit, as prescribed in CPWD Works Manual 2014, for work orders shall not be crossed.

Emergency works means those kinds of works which arise all of sudden and are inescapable requiring immediate action that cannot brook any delay such as earthquakes, floods, fire, war, sudden collapse of building, Spread of epidemic, Works required to maintain law and order in abnormal situations, Restoration of services in case of accidents, Any work declared emergent by the Vice Chancellor in case the interest of work so demands, etc.

Urgent Works means those kinds of works which requires fast start/completion within compressed schedule and are to be taken up on top most priority at the instructions of competent authority. The urgent works need not to be treated at par with the works to be taken up under emergency situations.

4. Lack of foresightedness at times converts routine works into urgent and results in making compromise with the standard procedure prescribed for e-tendering. By taking timely action a lot of so called urgent works can be pre planned and executed like any normal work by fulfilling all codal requirements. The financial powers under emergency and urgent situation should be exercised with great caution after watching the financial Interest of the University.
5. Before incurring any expenditure related to new construction, addition and alteration, repairs and maintenance, administrative approval and expenditure sanction shall be obtained from the Vice Chancellor.
6. Any proposal prepared by the Engineering Division which involves financial implications shall be examined by the Accounts Branch strictly in accordance with the provisions of CPWD Works Manual, General Financial Rules and other applicable guidelines as may be issued by the University from time to time. A certificate to this effect that "*the proposal has been examined and it is found in conformation with the prescribed procedure*" shall be recorded on the note sheet by the Head, Accounts Branch while recommending any case seeking Administrative Approval and Expenditure Sanction of the Vice Chancellor.
7. In general, the procedure prescribed in CPWD Works Manual, 2014 and CPWD Maintenance Manual, 2012 should be strictly adhered to with respect to preparation of estimates, inviting tenders, awarding works, execution of works and making payment to the contractors.



(Prof. Samsher)
Registrar

F.No.DTU/Reg/Notification/2016-17

1549

Dated : 11.5.2017

Copy to :

1. PA to VC for kind information of the Hon'ble Vice Chancellor.
2. PA to Pro VC (I) for kind information of the Pro Vice Chancellor
3. PA to Pro VC (II) for kind information of the Pro Vice Chancellor
4. All the Deans & Heads of the Academic Department of DTU.
5. All Branch Incharges
6. Head (CC) – for uploading on the university website.



(Prof. Samsher)
Registrar