

No. 17/7/12/2005- VS I  
GOVERNMENT OF INDIA  
DIRECTORATE GENERAL OF WORKS  
(VIGILANCE UNIT)  
CENTRAL PUBLIC WORKS DEPARTMENT  
NIRMAN BHAWAN, NEW DELHI

Dated the 13<sup>th</sup> March, 2009

**OFFICE MEMORANDUM**

Subject:- Handing over of charge by the JEs/AEs/EEs CPWD posted in the field units including Horticulture Wing.

During investigation of a case in the vigilance unit, it has been observed by the CVC that work orders were issued by an Assistant Engineer of CPWD, in the month when he retired from Govt. service on superannuation. Though the first and the final bills submitted by the Junior Engineer for the said work orders were prepared & signed by the AE but these were not forwarded to the Executive Engineer concerned for their final settlement. Moreover, the status of the said work orders was also not indicated at all in the 'Handing Over Notes' to the successor by the Assistant Engineer. Due to lack of proper monitoring in the matter, there was inordinate delay in making final payment to the contractor by the department.

The Central Vigilance Commission has observed that mere handing over/taking over charges does not absolve the officers of their responsibility. There must be a system to track the work right from issuing of work order to its final settlement. This can be ensured by making the system automated to track all the work in progress, its status and officer responsible etc.

In view of the observations of Central Vigilance Commission, the following is decided:-

(i) Each relieved JE/AE/EE posted in field units must indicate the status of all the works (i.e. through agreement, work order, supply order, petty sanction or in any other form) under their jurisdiction with specific note regarding status of bills for the works completed but yet to be finalized along with the reasons thereon in their 'Handing Over Notes'.

The relieving officer shall initiate immediate further action to resolve the issue of pending bills of contract agencies in his jurisdiction.

(ii) A bi-monthly return/status report shall be submitted by the Assistant Engineer to his Executive Engineer on account of all the works completed but yet to be

finalized and payment settled. The EE shall review the said return/status report to ensure that the reasons of delay on account of all the pending bills/payments to the contract agencies under his jurisdiction are justified beyond the control of department. The EE shall make special efforts to resolve the issue of the pending bills at the earliest.

This issues with the approval of DG (W), CPWD.

Sd/-  
(NIKHILESH JHA)  
JOINT SECRETARY & CHIEF VIGILANCE OFFICER