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**Directorate General of Works
Central Public Works Department
C. S. Q. Organization
Contracts & Manual Unit**

No. DGW/MAN/23

Nirman Bhawan, New Delhi, dated the 31.3.1999.

OFFICE MEMORANDUM

Sub: Acceptance of deposits much in advance from the clients for undertaking Deposit Works.

It has been brought to the notice of DG(W) that the Executive Engineers have been accepting deposits from clients for carrying out certain works as "Deposit Works" without any estimates or details leading to considerable delay between the date of receipt of deposits and physical commencement of work at site and consequent time and cost overruns as well as criticism from clients.

It is, therefore, essential that an estimate should be sent to the client department fully ascertaining all necessary site details, technical feasibility, topographical details ownership of land etc before acceptance of any deposit by the Executive Engineer. In case any preliminary work like soil testing, site survey/contour etc are to be done, a small estimate can be sent to client and deposits received. Otherwise no deposit should be accepted without completing the necessary formalities and obtaining written approval of the Chief Engineer concerned.

This issues with the approval of DG(W).



(P.K. Mathur)
Superintending Engineer(C&M)

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Copy to all concerned as per mailing list.