

F.No. Engg. equip/Report/ M(CGWB)/2017-76/2
Government of India
Central Ground Water Board
Ministry of Water Resources, River Development & Ganga Rejuvenation
Central Head Quarters

Bhujal Bhawan
NH IV, Faridabad 121 001
Date: /

14 DEC 2017

To

1. All Regional Directors, CGWB
2. All Executive Engineers, CGWB
3. All OICs, SUO, CGWB

Sub: Documentation and checks on consumption of POL and upkeep/maintenance of drilling machinery and equipment.

Sir,

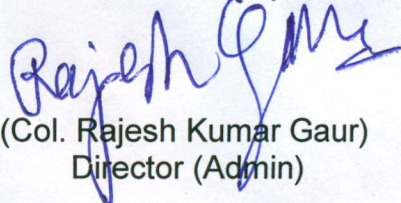
1. In past, there have been complaints with allegations related to pilferage of POL, various purchases, non-maintenance / utilization of machinery and equipment etc. Issues/allegations raised in the complaints were analysed to find out shortcomings in existing procedure/systems.
2. Few aspects which need immediate attention and implementation to streamline the procedure are listed as under :-
 - (a) **Documentation and Check on consumption of POL.** All efforts must be put in to check any chances of pilferage of POL, especially where supervision is less due to shortage of staff. Meters/hour meters of all vehicles and equipment, especially Air Compressors and Drilling Rig Machines must be functional all the times. In case any of the meters going faulty, same must be got repaired/replaced on priority. This aspect needs regular reporting by EEs and RDs to concerned Member. Average consumption of all such equipment must be noted for correct accounting and documentation. Henceforth, monthly report must be submitted by EEs to RDs, who in turn will submit the same with recommendations/comments to Member concerned. Respective Members will forward compiled report, with their observations/comments/recommendations, to Member (CGWB) at CHQ. Suggested format of monthly report is given at Appendix attached
 - (b) **Purchases and Financial Documentation.** All the purchases and documentation should be done as per financial procedures/regulations. There should be regular/periodical checking of documents by respective Regional Directors and respective Members.

- (c) **Close Supervision and Involvement of Regional Directors.** While Executive Engineers of divisions are in-charge of engineering staff, overall control and supervision should be exercised by respective Regional Directors. To overcome the shortage of officers in the divisions, officers from regions can be deputed for conducting checks and as members of various committees. Regional Director should act as a Team Leader of entire work force of the region and division comprising of scientific, engineering and ministerial officers/officials and staff.

All concerned are advised to comply with the above instructions strictly to ensure probity and proper accountability.


This issues with the approval of Chairman, CGWB.

Yours faithfully


(Col. Rajesh Kumar Gaur)
Director (Admin)

Copy to :

1. PA to JS (Admn.&GW), Ministry of Water Resources, River Development & Ganga Rejuvenation, Shram Shakti Bhavan, New Delhi for kind information.
2. PA to Chairman, CGWB, CHQ, Faridabad for kind information.
3. PAs to all Members, CGWB, Faridabad for kind information.
4. The Regional Director, Engineering, CGWB, CHQ, Faridabad for kind information.


(Col. Rajesh Kumar Gaur)
Director (Admin)

