

From

The Chief Administrator,  
H.S.A.M.Board,  
Panchkula.

To

All the Superintending Engineers/  
Executive Engineers,  
H.S.A.M.Board, in the State.

Memo No. CEA-3-95/1306-30  
Panchkula, dated the 24/3/95 1995.

Subject:- Submission of D.N.I.T. well in time.

Please refer to the subject noted above.

It has been observed that the D.N.I.T's are sent by the Executive Engineers late to the Superintending Engineers which in turn are sometimes sent to this office for approval of the competent authority one or two days before the date fixed for receipt of tenders by the Divisional officers. Due to late receipt of D.N.I.T's and paucity of time to check the D.N.I.T's at headquarters, it becomes impracticable to communicate the approval of D.N.I.T in time with the result that the tenders are postponed by the Divisional Officers. In order to overcome the delay and smooth working of calling of tenders, you are requested to send the D.N.I.T's so as to reach the office of the Chief Engineer at least ten days before the scheduled date fixed for receipt of tenders.

Any lapse in this regard shall be viewed seriously and the officers/officials responsible for the delay will render themselves liable for strict action.

*[Signature]*  
24/3/95  
Chief Engineer.

Endst. No. 1306-30

Dated:- 24/3/95

Copy is forwarded to the following for information and further necessary action :-

1. Ex.En. (W)/Ex.En. (R)/Ex.En. (D) with the advice that the D.N.I.T should be cleared from this office at least 7 days before the date fixed for receipt of tenders.
2. The C.H.D. HSAM Board, Panchkula.
3. P.A. to C.A. for information of C.A. Board.
4. P.A. to C.E.

*[Signature]*  
24/3/95  
Chief Engineer.