



MUNICIPAL CORPORATION OF DELHI
OFFICE OF THE ADDITIONAL COMMISSIONER (ENGG)
06TH FLOOR, E-1, BLOCK, DR. J.P.M CIVIC CENTRE,
J.L.NEHRU MARG, NEW DELHI-110002

No: - Addl. Comm. (Engg.)/MCD/2026/D-117

Dated:- 30/04/26



CIRCULAR

Sub: Monitoring of works under CMDF/DVDB/TYADB/MLALADs/SC-ST Basties fund,
Ref: 91/Addl.Comm (Engg.)/MCD/2023 dated 22.05.23(enclosed)

The above referred circular dated 22.05.23 was issued for monitoring of MLALADs and MSPY funds vide which timelines were fixed. Recently, Commissioner had reviewed funds mentioned above and it has been observed that the progress in award/execution of works is not satisfactory. It was also informed that circular dated 31.01.2026 has already been issued vide which powers have been enhanced. In these cases, accord of A/A & E/S by MCD prior to invitation of tenders has also been dispensed with for works costing upto Rs.50.00 Crore. Despite this, there is yet not much progress in award/execution of works.

2. In light of above, it was directed to set fresh timelines for different stages of processing. Accordingly, the following timelines are fixed for completing each activity in respect of work relating to above head of accounts:

S.No.	Activities	Activity(Breakup)	No. of working days	Timelines for each activity	
1.	Checking of estimates & processing	Checking of estimate by SW/Planning Department upon receipt of sanction order and processing	08	08 days	
2.	Preparing NIT and calling tenders after receipt of funds	Technical sanction & draft NIT approval and booking of estimate in Planning Department	03	13 days	
		Issuance of NIT & receipt of tenders (including press publicity).	10		
3.	Award of work after opening of bids	Preparation/checking of justification of rates	03	18 days	
		Negotiation with the lowest bidder, if required	05		
		Concurrence from the Finance Deptt.	05		
		Approval of rates and agency by the Competent Authority	05		
		Total time in award of works		33 days	
4.	Execution of work after award of contract	a) As per progress schedule (Project costing upto Rs.50.00 lacs)	Progress schedule	120 days	
			Upto 15%		30 days
			Upto 40%		60 days
			Upto 100%		120days
		b) As per progress schedule (Project costing Rs.50.00 lacs to Rs.100.00 lacs)	Upto 15%	30 days	180 days
			Upto 40%	60 days	
			Upto 100%	180 days	
		c) As per progress schedule (Project costing Rs.100.00 lacs to Rs.200.00 lacs)	Upto 15%	60 days	270 days
			Upto 40%	120 days	
			Upto 100%	270 days	

NOTE: Timeline for aforesaid activity shall commence from the date of receipt of sanction order.

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3. The Zonal SE shall be the Nodal Officer who shall monitor the progress of works on regular basis and submit the status report to concerned CE/E-in-C. The area MLA should also be apprised about the progress/status of work on fortnightly basis.
4. SE (Zone) shall ensure compliance of circular No. Addl. Cmr. (Engg.)/MCD/2023/D-16 dated 24.01.2023, No. Addl. Cmr.(Engg.)/MCD/2023/D-160 Dated 22.09.2023 and No. Addl. Cmr. (Engg.)/MCD/2024/D-123 dated 05.06.24 issued regarding EOT/ closure of works within six months for non-execution/closure of contract agreement etc. (copies enclosed herewith).
5. Time line for completion of work as suggested in this circular should also be a part of NIT.
6. Further there should be strict monitoring of proposals at all stages i.e., estimation, invitation of tenders, award of work and upto completion of works. The EE (assisted by AE/JE) should leave office only after updating status of works on various online portals viz., DDIS, PMS, google sheet/reports of CMDF, DVDB, TYADB, NCAP, MLALADS, MPLADS etc. on daily basis. The SEs should review & strive for expediting all works on alternative days. The CEs should review & strive for expediting all works twice in a week.
7. The above directions shall be strictly adhered to and non compliance will be viewed seriously.
8. The issues with the approval of Competent Authority.

Encl: as above

All CEs/SEs/EEs

Copy to:

1. Commissioner
2. All Addl. Commissioner
3. E-in-C(I) & (II)
4. All Dy. Commissioner of Zones
5. Dir.(IT) to upload the same on MCD website

Addl. Commissioner (Engg.)


Addl. Commissioner (Engg.)

