



MUNICIPAL CORPORATION OF DELHI  
OFFICE OF THE ADDITIONAL COMMISSIONER (ENGG)  
06<sup>TH</sup> FLOOR, E-I, BLOCK, DR. SPM CIVIC CENTRE,  
J.L.NEHRU MARG, NEW DELHI-110002

No:- Addl. Comm. (Engg.)/MCD/2024/D-118

Dated:- 30/04/26

**CIRCULAR**

**Sub: Guidelines for disciplinary action against contractors.**

**Reference No.:- D/Addl. Comm (Engg.)/2024/D-13 dated 23.01.2024(enclosed)**

Several cases for taking disciplinary action as per enlistment rules of MCD are being received against contractors who fail to start the work or complete the work within stipulated time, even after issuance of notice under various clauses of the contract agreement.

2. The general guidelines to be followed by the divisions in case of default by the contractor, as mentioned above, in taking up/completing the works was circulated vide circular no. D/Addl. Comm. (Engg.)/2024/D-13 dated 23.01.24 & reproduced as under:-

S.No	Nature of default by contractor	Clause of Enlistment Rules (Encl)	Proposed action
1	Violates any important condition of contract or his staff misbehaves with MCD officials.	23.1	Demotion to a lower class
2	Does not start/complete the work in time on one occasion	23.2	Warning to be issued
3	Does not start/complete the work in time on two occasions	23.2	Suspension of business for one years
4	Does not start/complete the work in time on three occasions	23.2	Suspension of business for two years
5	Does not start/complete the work in time on four occasions	23.3	Removal from the approved list of Contractors

3. It is observed that the above guidelines are not being adhered to by divisional officers in letter and spirit which is matter of serious concern.
4. All concerned EEs are therefore directed to take action against the defaulting contractors wherever warranted else appropriate action will be initiated against the erring EEs. Similarly SEs and CE should also review their works on weekly basis and propose action against defaulting contractors.
5. This issues with the approval of competent authority.

Encl: as above

Addl. Commissioner (Engg.)

All CEs/SEs/EEs

Copy to:

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

Addl. Commissioner (Engg.)