



## CENTRAL PUBLIC WORKS DEPARTMENT

### OFFICE MEMORANDUM

No.DGW/ MAN/130

ISSUED BY AUTHORITY OF DIRECTOR GENERAL OF WORKS

NIRMAN BHAVAN, NEW DELHI

DATED 16.1.2006

**Subject: Issue of letter of award of work while concerned E.E. is on tour or on leave.**

Ministry of Urban Development desired that CPWD might issue instructions related to issue of letter of award in contingencies when concerned Ex.Engineer is not available for the period falling before expiry of validity of tender. Opinions of ADGs and CEs on the issue were invited. Considering views received, following is decided.

1. Whenever tender papers are sent, the envelope containing tender papers must be marked 'Tender papers'.
2. Copy of letter of approval/acceptance of tender be sent separately to the E.E. through Fax/email
3. Whenever E.E. is on tour or on casual leave, award letter, after the tender has been accepted by the competent authority, can be issued by the A.E.(P) clearly indicating that this letter when countersigned by E.E. will form part of the agreement.

sd/-13.01.2006

Superintending Engineer(C&M)

Issued vide file No. CSQ/CM/C/30(3)/2004  
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