

AIRPORTS AUTHORITY OF INDIA
O/o Member (Planning)

AAI / M(Plg.) / Tech. Inst. / 07

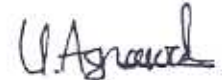
Dated: 30.08.2007

TECHNICAL INSTRUCTION NO. 9

In one of the cases, the Vigilance Department has observed that delay in release of due payments to the Contractor had taken place due to missing of documents like EOT case, and deficient handing over / taking over of charge between the Sr. Managers (Engg.). To bring more accountability in the process of handing over / taking over of charge, and maintenance of files, etc., the officers on transfer are advised to include the following in the handing over / taking over notes:-

- i) Proper written briefing on all important and current cases / files
- ii) Proper pagination of all the current and closed files
- iii) Complete lists of all the closed files and current files
- iv) Complete list of all the current files in movement indicating the official possessing the same.
- v) List of documents like technical sanctions, NITs, rejected tenders agreements, Measurement Books, tender application, various registers, etc.

It is enjoined upon all engineers to ensure strict compliance of the above instructions



(V. P. Agrawal)
Member (Planning)

To

As per Distribution List