

**OFFICE OF THE ASSISTANT COMMISSIONER (G)-II
DELHI JAL BOARD: DELHI SARKAR
VARUNALAYA PHASE-II, KAROL BAGH, N.DELHI-5.**

No.DJB/AC (G)-II/ Bhisty/Water Carrier /2010/ 54 67

Date: 9 JAN 2011

**Sub:- Provisional Seniority list of Bhisty/Water Carrier (Only Dist.side)
(Except DDA/Bulk side).**

For the purpose of preparation of final seniority list of **Bhistry/Water Carrier** a provisional seniority list has been drawn on the basis of the information available with the Administration and is circulated herewith, for inviting objections, if any, from the individuals concerned regarding the correctness of the particulars mentioned in the list, and inadvertent omission of names of eligible employees, if any.

In order to ensure the correctness of the name/particulars of final seniority list, following instructions be noted carefully.

1. The DDO's concerned are requested to get the list circulated amongst the staff and may also be get noted from each **Bhistry /Water Carrier** working under them within 3 days from the date of issue of provisional seniority list.
2. The objections received, if any, are required to be verified by the DDO concerned from the service record of the individual. The DDO concerned may also ensure that the names and full particulars of the **Bhistry/Water Carrier** working under them are available in the list and in case any discrepancy regarding missing name/qualifications/SC & ST information/date of appointment and date of birth/technical/educational qualifications/handicap etc. is noticed, the same must be pointed out within 15 days from the date issue of the circular.
3. In the cases of such **Bhistry/Water Carrier** who have already been promoted/ reverted/ transferred/ resigned /terminated/dismissed/died but their names still figure in the list the same must be pointed out by the DDO concerned so that their names could be deleted from the seniority list or got corrected accordingly. While pointing out such discrepancies, the S.No. and the name of the employee in this list must be referred for further necessary action.

4. It is compulsory for all DDOs concerned to get the service particulars of the **Bhistry/Water Carrier** checked up well and point out the discrepancies, if any, and send a certificate to the AC(G)-II within 15 days from the date of issue of provisional **Bhistry/Water Carrier** list that each column of the particulars of the **Bhistry/Water Carrier** checked and found correct/incorrect and discrepancies/missing names etc. have been pointed out in a separate statement and forwarded to the administration.

5. In some of the cases, the names have been inserted in this provisional seniority list, on the basis of panel of selection but full particulars are not available. All DDO concerned are required to see if, any of such persons working with him and if, so their full particulars must be intimated failing which such names whose particulars are not available shall be deleted after expiry of above said stipulated period of 15 days.

All DDOs concerned are requested to kindly look into the matter personally and ensure compliance by the fixed time and assist, the Administration so that the seniority list of **Bhistry/Water Carrier** could be finalized. The consequences and responsibility for delay/incomplete or wrong information and non reply etc. would rest upon the DDO/employee concerned.

All DDOs /Controlling officers are requested to ensure that this circular is brought to the notice of all the affected Bhistry/Water Carrier working under them.

Encl. As above.


(A.K.Jain)
ASSISTANT COMMISSIONER (G)-II
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