

**DELHI JAL BOARD, GOVT. OF N.C.T. OF DELHI
OFFICE OF THE DEPUTY DIRECTOR (LABOUR WELFARE)
VARUNALAYA PH-II, KAROL BAGH, NEW DELHI**

No: DJB/LWO/11/

34601

Dated: 01/04/2011

Subject: Submission of Demand for procurement and distribution of summer uniform (2011-12) and winter uniform (2011-13) items to the eligible employees of Delhi Jal Board.

The Delhi Jal Board has been providing Uniform to certain categories of Group 'C' & 'D' employees as per norms and rules established by the Government of India. The Uniform items are purchased on the basis of requirement in accordance to the number of eligible employees for which demand is submitted by the drawing & Disbursing Officer.

All Drawing & Disbursing Officers are hereby requested to send the demand of Summer Uniform for the year (2011-12) and Winter Uniform (2011-13) in the prescribed Performa enclosed herewith as Annexure 'A' to 'D' by 10 days positively to the Labour welfare Office. DDOs are further requested to submit a separate as well as compiled data in regard to all AE/ZE/ZROs working under them. No demand received directly from ZE/AE/JE or ZRO will be entertained by this office.

This may be treated as a time bound reference.

Encl: As above.

(Handwritten signature)

**(D. Varma)
Director (A&P)**

All DDOs

Copy for kind information to:

1. Member (Admn.)
2. All Chief Engineers
3. All Directors/Dy.Directors
4. Dy.Dir(Enf)
5. All S.E.s
6. C.S.O./ACA(F&G)

(Handwritten signature)

Director (A&P)

(Handwritten signature)

Delhi Jal Board, Govt of NCT Delhi
Electronics Data Processing Cell

(Handwritten signature)
Sh. Saijay
(Handwritten signature)
4/4/11

o. SDI
4/4/11

PROFORMA FOR DEMAND OF SUMMER/WINTER UNIFORM IN R/O
ELIGIBLE EMPLOYEES.

1. For the year: _____

2. Name of Sub-Division _____

Sl. No.	Name of the employee/Father's Name	Designation & Dt. of Apptt.	Due for the year	
			Summer 2011-12	Winter 2011-13

ZE/AE/ZRO

COUNTER SIGNED
 EXECUTIVE ENGINEER

Note: Separate Performa is required to be filled in for each sub-division.

ANNEXURE 'C'

SCALE OF UNIFORM FOR ELIGIBLE EMPLOYEES

Sl.No.	Name of Item	Scale
	SUMMER	
1.	Khaki Terricot Cloth	2.75 Mtrs each Male employee every year.
2.	White Terricot Cloth	2.75 Mtrs each to peons, staff car Drivers etc.
3.	Gents Chappals(Sandle)	One pair each every year
4.	Ladies chappal	One pair to each female employee every year
5.	Ladies Saree	One number to each female employee every year
6.	Popline Cloth	5.94 Mtrs to each female employee every year for two Blouses and two petticoats.
7.	Khaki Pagree Cloth	10.96 Mtrs to each Sikh and S.G. Beldars every year for two pagrees.
	WINTER	
8.	Navy Blue Wollen cloth	2.74 Mtrs to each male employee for two years. And 1.80 Mtrs to each female Employee for two years.
9.	Jersey Navy Blue	i) One no.to each eligible employee every year. ii) One No. to each class IV Ministerial staff & staff car drivers for two years.
10.	Socks Navy Blue	i) Two pairs to each eligible employee every year. ii) Two pairs to each Class IV Min staff and staff car drivers for 2 years.
11.	Gents Shoes Black	One; pair to each Male employee for two years.
12.	Ladies Sandals Black	One pair to each Female employee for two years.

ANNEXURE 'D'

DEMAND FOR LIVERY ITEMS.

Sl.No.	Name of Item In meters/Nos./Pairs	Quantities	
		Summer 2011-12	Winter 2011-13
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Executive Engineer.