

DELHI JAL BOARD: DELHI SARKAR  
OFFICE OF THE ASSISTANT COMMISSIONER (T)  
VARUNALAYA PHASE – II: KAROL BAGH: NEW DELHI

No.DJB/AC (T)/Attend./2012/

Dated: 30.05.2012

**CIRCULAR**

Sub: - Instructions regarding marking attendance through Bio-Matric Attendance System.

In order to automate marking of attendance of employees of DJB at their work place, Bio-Matric attendance machines have been/ are being installed at various offices in phased manner. Hence, all DJB Employees will get enrolled (if not enrolled so far) and mark their attendance w.e.f **01.06.2012** through the above Bio- matric machines installed nearby their offices and their pay & allowances will be drawn accordingly by the DDO concerned. Manual marking of attendance regular/must roll/contractual staff will also continue to be in operation till the above Bio-Matric Attendance System becomes fully operational.

The above Bio-Matric Machines will be under the custody of the officer as given in the Appendix of this circular. It will be the responsibility of the custodian to keep a watch over proper usage and up-keep of these machines. In case of any physical damage etc, the custodian will be imposed a penalty of Rs.50, 000/- per unit and if any official is found tempering with the machines, disciplinary action will invariably be taken against him.

This issues with the approval of the Competent Authority.



(RAJESHWAR TIWARI)  
ASSISTANT COMMISSIONER (T)

DDO

Copy to:-

1. CEO/Members, DJB/CVO/Addl. CEO/Secy DJB/All Directors.
2. CEs/SEs/EEs(E&M) Concerned.
3. Dy. Dirs (F&A)/AO/AAO Concerned.
4. ACs/DOV/LO/Dy. Dir. (LW)/Consultant (PR)/CR Cell.




ASSISTANT COMMISSIONER (T)

S.No	Office Location	Custodian
1.	All offices of Varunalaya Phase-I,II and B Building	C.S.O. Head Quarter
2.	Dy.Dir.(Hort.)Water Chandrawal	EE(C) Plant Ch.W.W.
3.	E.E(C)DR-IX Jagriti Pumping Station	EE(C)Dr.X
4.	E.E(C)DR-X Jagriti Pumping Station	EE(C)Dr.X
5.	E.E(C)DR-XIV Najafgarh	EE(C)Dr.XIV
6.	E.E(C)Plant Ch. WW	EE(C)Plant Ch.W.W.
7.	C.S.O. Chandrawal	EE(C)Plant Ch.W.W.
8.	E.E(C)Plant SNP	EE(C)Plant SNP
9.	E.E(Central)-I, Delhi Gate	EE(Central)I
10.	E.E(Central)-II, Pratap Nagar Metro Stn.	EE(Central)II
11.	S.E(WW)-III, Bhagirathi Plant	EE(E&M) B.P.
12.	E.E(E&M)BP	EE(E&M)BP
13.	Chief Engineer (E&M) W.W.	EE(E&M)I
14.	S.E(WW)-I, Ch.W.W.	EE(E&M)I Ch.W.W.
15.	S.E(E&M)WC Ch.W.W.	EE(E&M)I Ch.W.W.
16.	E.E(E&M)WW-I, Ch.W.W.	EE(E&M)I Ch.W.W.
17.	E.E(E&M)WC-II, TYR CH.W.W.	EE(E&M)I Ch.W.W.
18.	E.E(E&M)HP-I	EE(E&M)I H.P.
19.	E.E(E&M)HP-II	EE(E&M)I H.P.
20.	S.E(WW)-II, Haider Pur	EE(E&M)II H.P.
21.	Director(T&QC), Wazirabad	EE(E&M)II Wzd.
22.	E.E(E&M)WW-II Wazirabad	EE(E&M)II Wzd.
23.	E.E(E&M)-III, Ch.W.W.	EE(E&M)III Ch.
24.	E.E(E&M)W&S CN, Kanhiya Nagar	EE(E&M)W&S C.N
25.	S.E(E&M)W&S-II Kanhiya Nagar	EE(E&M)W&S C/N
26.	E.E(C)DR-III Kanhiya Nagar	EE(E&M)W&S C/N
27.	Z.R.O(NW)-III Kanhiya Nagar	EE(E&M)W&S C/N
28.	E.E(E&M)W&S East Chitra Vihar	EE(E&M)W&S East
29.	E.E(E&M)W&S S-I, Greater Kailash	EE(E&M)W&S I
30.	E.E(E&M)W&S S-II Sarita Vihar	EE(E&M)W&S II
31.	E.E(E&M)W&S NE Dilshad Garden	EE(E&M)W&S NE
32.	SE(North-West), Pitam Pura	EE(E&M)W&S NW
33.	E.E(E&M)W&S NW, Pitam Pura	EE(E&M)W&S NW
34.	E.E(C)DR-XII Pitampura	EE(E&M)W&S NW
35.	E.E(E&M)W&S SW, Janak Puri	EE(E&M)W&S SW
36.	E.E(E&M)W&S West Janakpuri	EE(E&M)W&S West
37.	E.E(E&M)W&S S-III, Saket	EE(E&M)W&S.III
38.	E.E(E&M)WC-I Haiderpur	EE(E&M)W.C.I
39.	E.E.(E&M)WC-TYR/Sonia Vihar	EE(E&M)WC TYR-Sonia Vihar
40.	E.E(E&M)WTP (Nangloi)	EE(E&M)WTP Nangloi
41.	E.E(East)-I, Mayur Vihar	EE(East)I
42.	E.E(East)-II, Preet Vihar	EE(East)II
43.	Z.R.O(East )-I Preet Vihar	EE(East)II
44.	Z.R.O(East)-II Preet Vihar	EE(East)II
45.	Joint Director (Rev.)East/N.E.I	EE(East)II
46.	E.E(LD&I), I.T.O.	EE(LD&I)
47.	E.E(North East)-I, Nand Nagri	EE(NE)I
48.	E.E(North East)-II, Dilshad Garden	EE(NE)II
49.	E.E(North East)-III G.T.Road Shahdara	EE(NE)III
50.	E.E(North)-I, Mukherjee Nagar	EE(North)I
51.	Z.R.O(North)-II Mukherjee Nagar	EE(North)I
52.	E.E.(North West)-I, Peera Garhi	EE(NW)I
53.	E.E(North West)-II, Rohini Sec.15	EE(NW)II
54.	E.E(North West)-III Ashok Vihar	EE(NW)III

57.	Z.R.O(NW)-III Ashok Vihar	EE(NW)III
58.	E.E(North West)-IV, Burari	EE(NW)IV
59.	E.E(P)SR-I, Rohini	EE(P)S.R.I
60.	Z.R.O(NW)-II Rohini Sec.6	EE(P)S.R.I
61.	E.E(Project)Water-VI Yamuna Bazar	EE(Project)W.VI
62.	E.E(SDW)-XIV Kilokri	EE(SDW)I
63.	E.E(SDW)-XI Kilokri	EE(SDW)I
64.	E.E(SDW)-IKilokri	EE(SDW)I
65.	Chief Engineer (SDW) South-East	EE(SDW)I
66.	S.E(SDW)-IV Okhla	EE(SDW)II
67.	E.E(SDW)-II Okhla	EE(SDW)II
68.	E.E(C)DR-VIII Yamuna Vihar	EE(SDW)III
69.	E.E(SDW)-III Yamuna Vihar	EE(SDW)III
70.	E.E(SDW)-XIII Yamuna Vihar	EE(SDW)III
71.	S.E(SDW)-I Kondli	EE(SDW)IV
72.	E.E(SDW)-IV Kondli	EE(SDW)IV
73.	S.E(SDW)-II Rithala	EE(SDW)IX
74.	E.E(SDW)-IX Rithala	EE(SDW)IX
75.	E.E(SDW)-XII Rithala	EE(SDW)IX
76.	S.E(E&M)W&S -I RRPS Maharani Bagh	EE(SDW)V
77.	E.E(SDW)-V/X R.R.P.Stn.	EE(SDW)V
78.	S.E(SDW)-III, Keshopur	EE(SDW)VI
79.	E.E(SDW)-VI Keshopur	EE(SDW)VI
80.	Chief Engineer (SDW) North-West	EE(SDW)VI
81.	E.E(SDW)-VII Corronation	EE(SDW)VII
82.	E.E(SDW)-VIII Dwarka	EE(SDW)VIII
83.	E.E(South)-I, Mehrauli	EE(South)I
84.	S.E(South) Jal Sadan	EE(South)II
85.	S.E(DR)Proj. S&SW Jal Sadan	EE(South)II
86.	E.E.(South)-II, Jal Sadan	EE(South)II
87.	E.E(Project)Water-VII, Jal Sadan	EE(South)II
88.	E.E(C)S&P Jal Sadan	EE(South)II
89.	E.E(C)DR-VI Jal Sadan	EE(South)II
90.	E.E(C)DR-XV Jal Sadan	EE(South)II
91.	Z.R.O(South)-II LPN	EE(South)II
92.	Dy.Dir.(Hort.)SDW Jal Sadan	EE(South)II
93.	Joint Director (Rev.)S/SW	EE(South)II
94.	E.E(South)-III Greater Kailash	EE(South)III
95.	Z.R.O(South)-II G.K	EE(South)III
96.	Z.R.O(South)-III G.K.Sadik Nagar	EE(South)III
97.	E.E(South)-IV, Sarita Vihar	EE(South)IV
98.	E.E(South West)-I Janakpuri	EE(SW)I
99.	E.E(South West)-II Janakpuri	EE(SW)II
100.	S.E(South West) R.K.Puram	EE(SW)III
101.	E.E(South West)-III, R.K.Puram	EE(SW)III
102.	Z.R.O(South West)-IIIR.K.Puram	EE(SW)III
103.	E.E(West)-I, Beri Wala Bagh	EE(West)I
104.	E.E(West)-II, Moti Nagar	EE(West)II
105.	Z.R.O(West)-II Moti Nagar	EE(West)II
106.	E.E(West)-III, Nangloi	EE(West)III
107.	E.E(WTP)Dwarka	EE(WTP)Dwarka
108.	MOI Chandrawal	MOI Aram Bagh
109.	MOI Keshopur	MOI Chandrawal
110.	MOI Okhla	MOI Keshopur
111.	MOI Shahdara	MOI Model Town
112.	MOI Waziarabad	MOI Okhla
113.	MOI Jal Vihar	MOI Rithala
114.	MOI Gokulpuri	MOI Shahdara
	MOI Heiderpur	MOI Waziarabad

118.	MOI Corronation/ Model Town	MOI Haiderpur
119.	MOI Kondli	MOI Jal Vihar
120.	MOI Najafgarh	MOI Kondli
121.	S.E(E&M)W&S-III Mandawali	SE(E&M)W&S III
122.	S.E(East) Chitra Vihar	SE(East)
123.	S.E(North East) G.T.B.Enclave Nand Nagri	SE(NE)
124.	S.E(North) Lucknow Road	SE(North)
125.	S.E(West) Paschim Vihar Double Tanky	SE(West)
126.	Z.R.O(Central)-II Tibbia College Karol Bagh	ZRO(Central)II
127.	Z.R.O(East)-IV Yojna Vihar	ZRO(Eat)IV
128.	Z.R.O(NE)-II Seelampur	ZRO(NE)II
129.	Z.R.O(NE)-III Shiv Puri	ZRO(NE)III
130.	Z.R.O(North)I Kashmeri Gate	ZRO(North)I
131.	Z.R.O(NW)-I Sultan Puri	ZRO(NW)I
132.	Z.R.O(NW)-IV Kewal Park	ZRO(NW)IV
133.	Z.R.O(South)-I Mehrauli	ZRO(South)I
134.	Z.R.O(South)-IV Sarita Vihar	ZRO(South)IV
135.	Z.R.O(South West)-I Najafgarh	ZRO(SW)I
136.	Z.R.O(South West)-II Basant Kunj	ZRO(SW)II
137.	Z.R.O(West)-I Janakpuri	ZRO(West)I
138.	Addl. Z.R.O(West)-II Punjabi Bagh	ZRO(West)II P.Bagh
139.	Z.R.O(West)-III Paschim Vihar	ZRO(West)III
140.	Z.R.O-I (NE)-I Nand Nagri	ZRO-I (NE)I
141.	Z.R.O-II(NE)-I Shd.	ZRO-II (NE)I
142.	Director (Bottling Plant)	Director (Bottling Plant)



(RAJESHWAR TIWARI)  
ASSISTANT COMMISSIONER (T)