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**DELHI JAL BORD, GOVT. OF N.C.T. OF DELHI**  
**OFFICE OF THE Dy. DIRECTOR (LABOUR WELFARE)**  
**VARUNALAYA 'B', KAROL BAGH, NEW DELHI- 110 005.**

F.No. DJB/DD(LW)/Ret./2013/

24038

DATED: 22.02.2013

**CIRCULAR**

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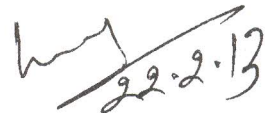
To ensure payment of terminal benefits to all the retiring employees on the day of retirement on superannuation it is a practice to organize a retirement function for the last 20 years in the auditorium at the Headquarters on the last working day of every month. In this function all retiring employees are felicitated by the CEO/Member (A) by presenting a memento and details of all payments made to them.

However, it has come to the notice that some DDO's have developed a tendency of organizing separate retirement function for their retiring officers in their respective offices and do not attend the official function at the Headquarters. They even ask to send the official memento and details of payments to their offices.

This practice has not been appreciated by higher-ups and it has been decided that official memento and detail of retirement benefits to all the retiring employees should only be presented in the official retirement function being organized at the Headquarters on the last working day of every month.

Accordingly, all DDO's are directed to ensure that all retiring employees may be advised to attend the Official Retirement Function organised by Administration at the Headquarters. All DDO's concerned are also directed to ensure their presence in the function to facilitate the retiring employees.

**This may be given wide publicity amongst all staff.**



(U.B. Tripathi)  
Director (Admn. & Personnel)

All DDO's

Copy to:-

1. Vice Chairperson, DJB.
2. All Members of the DJB.
3. CEO/Member (A)/Member (F)/Member (WS)/Member (Dr.)/ CVO/Addl. CEO/Secretary, DJB/All Directors.
4. All CEs/All SEs/All Jt. Directors (Rev.)/All CWAs.
5. All ACs/All Dy. Dir.(Rev.)/PD (Trg.)/LO/DD(LW)/AC (P&M)/EO (W).
6. All AO's/ All ZRO's
7. EE (EDP) with the request to upload this Circular on the Website of Delhi Jal Board.

EXECUTIVE ENGINEER (EDP)

DIARY No. 452

DATE 27/2/13

Sanyay  
28/2



Director (Admn. & Personnel)