



DELHI JAL BOARD  
GOVERNMENT OF N.C.T. OF DELHI  
OFFICE OF THE ASSISTANT COMMISSIONER (W)  
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI – 110 005  
Phone No. 011-23544796  
Email : ac.water22@yahoo.co.in

F.No.46(2014)/AC(W)/ 2014/ 58041

Dated : 23/04.2014

**Subject : Regarding Constitution of Civil Services Board & Other instruction issued by Principal Secretary(Services),GNCT of Delhi.**

Kindly find enclosed herewith Memorandum(s) as detailed hereunder issued by **Principal Secretary (Services), Service Department, Service - I Branch, Delhi Secretariat, 7<sup>th</sup> Level, B-Wing, I.P. Estate, New Delhi – 110 013** in compliance of the direction as contained in order dated 31.10.2013 passed by Hon'ble Supreme Court of India in CWP NO.82 & 234 of 2011 in the matter of T.S.R. Subramanian & Others Vs Union of India & Others.

Sl. No.	Reference No. of Memorandum/Circular	Subject
1	F.No.20/17/2013/S-I/Lit./856 dated 14.03.2014 addressed to Head of Department.	Constitution of Civil Services Board & Members thereof.
2	F.No.20/17/2013/S-I/Lit./855 dated 14.03.2014 addressed to Head of Department.	Instructions as contained in Rule 3(3) of All India Services (Conduct) Rules, 1968, in compliance of the above said direction by Hon'ble Supreme Court.

This Issues for information and strict compliance by all the concerned.

Encl.: As Above.

Us  
17/4/2014  
(Y. K. SHARMA)

ASSISTANT COMMISSIONER(W)

All C.E.s/System Administrator  
All Directors.  
All S.Es/Jt.Dir(Rev.)/(Vig.)/(F&A).  
All ACs/All EEs  
All Dy.Dir.(Rev.)/(F&A)/Consultant(PR)  
All AOs/ZROs  
All Accounts Officers/AAOs.

Copy for kind information to:-

1. Chief Executive officer.
2. Member(A)/(F)/(W)/(Dr)/Secretary/C.V.O. /Addl. C.E.O.
3. E.E.(EDP).

EXECUTIVE ENGINEER (EDP)

DIARY No. 1333

DATE

23/4/14

EE/EDP

Sam/any  
23/4/14

Us  
17/4/2014  
ASSISTANT COMMISSIONER(W)

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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT: SERVICES-I BRANCH  
DELHI SECRETARIAT: 7<sup>TH</sup> LEVEL: B-WING  
I.P. ESTATE: NEW DELHI-110113, PH: 011-23392038(O)

F. No.20/17/2013/S-I./Lit./ 856

Dated: 14.3.14

MEMORANDUM

In compliance of the direction as contained in order dated 31.10.2013 passed by the Hon'ble Supreme Court of India in CWP No.82 & 234 of 2011 in the matter of T.S.R. Subramanian & Others Vs Union of India & Others, read with DoPT letter No. 22012/07/2011-AIS-II dated 17.12.2013 and Ministry of Home Affairs, Govt. of India OM No. F.14040/22/2013-UTS-I dated 31.12.2013 and with the approval of Competent Authority, Civil Services Board is hereby constituted with composition as below:-

(i)	Chief Secretary	Chairman
(ii)	Senior most Addl. Chief Secretary/Pr. Secretary/Officer in equivalent rank.	Member
(iii)	Principal Secretary/Secretary, Department of Personnel in the Govt.	Member Secretary

Tenure of officers:-

- (i) An IAS officer, appointed to any cadre post shall hold the post for a minimum tenure of two years, except in the event of promotion, retirement, deputation outside the State/UT Administration or training exceeding two months.
- (ii) A cadre officer, appointed to any ex-cadre post shall hold the post for a minimum tenure as may be prescribed by the UT Administration for that post, except in the event of promotion, retirement, deputation outside the UT Administration or training exceeding two months.
- (iii) An officer may be transferred before the minimum prescribed tenure on the recommendation of the Civil Services Board.

CEO v/v  
M(A)  
SMT/ADP  
A/C  
H/C

27/3/14  
e  
2/7  
31/3/14

26/3/14

26/3/14

Asstt. Commissioner (W)  
Delhi Jal Board  
Diary No. 1544  
Date 31-03-2014

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Functions and Procedure:-

- (a) The Civil Services Board shall make recommendations for all transfers of cadre officers.
- (b) The Civil Services Board may consider for transfer before the tenure fixed based on the necessary circumstances regarding which the Civil Services Board shall satisfy itself.
- (c) The Civil Services Board shall examine the cases of officers who are proposed to be transferred before completion of minimum tenure.
- (d) The Civil Services Board shall seek detailed justification for the transfer of an officer before the prescribed tenure from the Administrative Department concerned of the Government.
- (e) The Civil Services Board shall:-
- (i) Consider the report of the Administrative Department along with any other inputs it may have from other reliable sources.
  - (ii) The Board may have the option to obtain the comments or views of the officer proposed to be transferred regarding the circumstances presented to it in justification of the proposal.
  - (iii) The Board shall satisfy itself regarding the inevitability of the premature transfer before making a recommendation to the Government based on clear findings.
- (f) The Civil Services Board may recommend the names of the officers to the Competent Authority for transfer before completion of minimum tenure with reasons to be recorded in writing.

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Asst. Commissioner (W)  
District Board  
Ludhiana  
Date: 16/05/2011

14/12

(g) Provided that the Competent Authority may overrule the recommendations of the Civil Services Board, by recording reasons in writing through a speaking order.

(h) The Civil Services Board shall also submit a quarterly report in the prescribed form to the Central Government clearly stating the details of officers recommended to be transferred before the minimum prescribed tenure, with the reasons for the same.

*Arvind Ray*

(ARVIND RAY)  
PRINCIPAL SECRETARY (SERVICES)

All Principal Secretaries/ Secretaries/ Special Secretaries/ HODs/ Local/ Autonomous Bodies, Govt. of NCT of Delhi, New Delhi/ Delhi.

Copy for information to:-

1. The Director (Services), Ministry of Home Affairs, Govt. of India, North Block, New Delhi-110001, w.r.t. aforesaid memorandum dated 31.12.2013.
2. The Director (Services), Ministry of Personnel, Public Grievances and Pensions, DoPT, North Block, New Delhi w.r.t. his letter dated 17.12.2013.

(3)

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**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT (SERVICES-I BRANCH)  
DELHI SECRETARIAT, 7<sup>TH</sup> LEVEL, 'B' WING,  
I.P. ESTATE, NEW DELHI - 110002  
<http://services.delhigovt.nic.in>: Tele: 23392038**

F.20/17/2013/S-I/Lit./ 855

Dated: 14.3.14

**MEMORANDUM**

In compliance of the directions as contained in order dated 31/10/2013 passed by the Hon'ble Supreme Court of India in CWP No. 82 & 234 of 2011 in the matter of T.S.R. Subramanian & others v/s Union of India & others, following instructions as contained in Rule 3(3) of All India Services (Conduct) Rules, 1968 are hereby circulated for information & observance:

(i) No member of the Service shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his own best judgment to be true and correct except when he is acting under the direction of his official superior.

(ii) The direction of the official superior shall ordinarily be in writing. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.

(iii) A member of the service, who has received oral direction from his official superior shall seek confirmation of the same in writing, as early as possible and in such case, it shall be duty of the official superior to confirm the direction in writing.

Explanation I - A member of the Service who habitually fails to perform a task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of the sub-rule (1);

Explanation II - Nothing in clause (i) of sub rule (3) shall be construed as empowering a Government servant to evade his responsibilities by seeking instructions from or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

*Arvind Ray*  
(ARVIND RAY)  
PRINCIPAL SECRETARY (SERVICES)

All Principal Secretaries/ Secretaries/ Special Secretaries/HODs/ Local/ Autonomous Bodies, Govt. of NCT of Delhi, New Delhi/Delhi.

