

**OFFICE OF THE SECRETARY  
DELHI JAL BOARD  
VARUNALAYA PHASE-II KAROL BAGH, NEW DELHI**

No. : DJB/Secy./F-501/2014/ *76942*

Dated : 04.06.2014  
*5*

**Subject : Inspection Schedule for officers of DJB**

A final inspection schedule for inspection of offices/ fields by the officers of DJB (annexed as **Annexure-A**) is hereby circulated amongst all concerned for taking necessary action. It is also informed that the frequency of inspections mentioned in schedule is minimum expected. The formal inspection reports should be prepared by each inspecting authority and action taken should be monitored at all levels.

This issues with the approval of Chief Executive Officer, DJB.

**Encl: As above**

*[Signature]*  
*04.06.14*  
**(U.B. TRIPATHI)**  
**SECRETARY, DJB**

1. All Members
2. All Chief Engineers
3. All Directors
4. All DDOs

**Copy to:**

Secretary to CEO : for kind information of CEO, Please.

*[Signature]*  
*04.06.14*  
**SECRETARY, DJB**

*EE/ESP*

*Sh. Sanyal*

*Sh. Pruthi*

*[Signature]*  
*20-6-14*

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DATE

*06/06/2014*

**Subject : Frequency of Inspections by Officers of respective wings of  
Delhi Jal Board**

**1. Engineering wing (both in Maintenance and Project)**

- (i) Chief Engineer - Twice a week
- (ii) Suptd. Engineer - Thrice a week
- (iii) Ex. Engineer - Daily inspection
- (iv) Asstt. Engineer - Daily inspection
- (v) J.E. - Atleast half day daily

**2. Finance Wing**

- (i) Director - One inspection in a month
- (ii) Joint Directors - Two inspections in a month
- (iii) Dy. Directors - Four inspections in a month

**3. Revenue Wing**

- (i) Director - One inspection in a week
- (ii) Joint Directors (HQ) - Two inspections in a month
- (iii) Joint Directors - Two inspections in a week
- (iv) Dy. Directors - Two inspections in a week
- (v) ZRO - Sixty checking per month of the area

**4. Treatment and Quality Control**

- (i) Addl. CEO - One inspection in a month
- (ii) DTQC - Three inspections of laboratories alongwith installations in a month
- (iii) CWAs - Four inspections of laboratories alongwith installations in a month

**5. Horticulture Wing**

- (i) Secretary, DJB - One inspection in a fortnight
- (ii) Dy. Director - One inspection in a week
- (iii) Asstt. Director - Two inspections in a week

**6. Safety and Disaster Management : Besides routine checking as per Action Plan the officers of Safety and disaster management will carry out surprise inspections as per given schedule :**

- (i) Secretary, DJB - One random inspection in a month
- (ii) Director (S&DM) - Two random inspections in a month
- (iii) Joint Dir. (S&DM) - One random inspection in a week
- (iv) Dy. Director (S&DM) - Two random inspections in a week


**7. Administration Wing**

- (i) Director - Two inspections in a month
- (ii) Asstt. Comm. - One inspection in a week

**8. Security Wing**

- (i) AC(Security) - One inspection in a week
- (ii) CSO - Two inspections in a week
- (iii) Dy. CSO - Three inspections in a week

NB. In security wing 50% inspection will be carried out during daytime and 50% during night.

  
(U.B. TRIPATHI)  
SECRETARY, DJB