



No.107(11)/AC(W)/2014/

86584

Dated: 26.06.2014

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C I R C U L A R

The Competent Authority has accorded approval to allow short leave i.e. to leave the office at 3.30/4.30 P.M. (1½ Hour/day) by the concerned DDO/Controlling Officer to the Muslim employees during the days of **Ramzan** i.e. from 27.06.2014 to 27.07.2014 or till the date of Idu'l Fitr as declared, subject to the condition that they will make all sincere efforts to complete their work during the remaining office hours and they will also make efforts to arrive early to cover the pending work, if any, so that the office work does not suffer.

(AMIT KUMAR JAIN)
ASSTT.COMMISSIONER (W)

All D.D.Os/Controlling Officers.

Copy for information to:-

1. Vice Chairman, DJB
2. Chief Executive officer.
3. All Members/Secretary/C.V.O. /Addl. C.E.O.
4. All Directors/ All Chief Engineers/System Administrator/All SEs.
5. All A.C.s /All Admin. Officers /Dy. Dir. (LW)/All Dy. Dir. (F&A)/ (Rev.) L.O. (W)/ E.O. (W) / C.S.O./Z.Es./Z.R.Os.
6. EE(EDP) Cell – for uploading the above on the DJB website under intimation to this office.

EXECUTIVE ENGINEER (EDP)

DIARY No. 2216

DATE 30/6/2014

(Handwritten signature)

ASSTT.COMMISSIONER (W)

(Handwritten signature)
Sh. Sanjay Programmer