MOST URGENT-OUT TODAY

DELHI JAL BOARD: DELHI SARKAR
OFFICE OF THE ASSISTANT COMMISSIONER (D)
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI-110005

No.DJB/AC(D)/Misc./2015

Dated-:23.02.2015

CIRCULAR

In continuation to this office circular no.DJB/AC(D)/Misc/2015/- 18449 to 709 dated 06.02.2015 regarding verification of the particulars of DJB employees.

The information submitted by the various DDOs is in different formats & incomplete, hence the same could not be compiled for administrative records. **Member (Admin)**, DJB has directed to furnish the details once again strictly as per the new prescribed Specimen format as enclosed herewith.

All the DDOs are hereby directed to ensure that the data furnished is as per requisite proforma only in **MICROSOFT EXCEL FORMAT AND A SOFT COPY OF THE SAME TO BE SUBMITTED TO THE ADMINISTRATION IN A STORAGE DEVICE I.E. PEN DRIVE etc.** as per scheduled date & time mentioned against each-:

S.No.	DDOs	Timings
01.	Executive Engineer (Civil) (Project/Drainage/Planning etc)	24.02.2015 at 10:30 AM Room No. 310 (HQ)-PH-II- Jhandewalan
02.	Executive Engineer (Civil) Maintenance	24.02.2015 at 02:30 PM Room No. 310 (HQ)-PH-II- Jhandewalan
03.	Executive Engineer (SDW)	25.02.2015 at 10:30 AM Room No. 310 (HQ)-PH-II- Jhandewalan
04.	Executive Engineer (E&M) Maintenance & Water Works	25.02.2015 at 02:30 PM Room No. 310 (HQ)-PH-II- Jhandewalan
05.	CWAs & Joint Director (Revenues)	24.02.2015 at 10:30 AM Room No. 310 (HQ)-PH-II- Jhandewalan
06.	All the other DDOs not covered in the above	25.02.2015 at 02:30 PM Room No. 310 (HQ)-PH-II- Jhandewalan

(S.K. SHARMA)
ASSISTANT COMMISSIONER (D)

Encl- Annexure 'A' & 'B'

ALL DDOs

Copy to-:

1. **CEO- for kind information**

"SPECIMEN"

DETAILED PARTICULARS OF ALL THE EMPLOYEES WORKING IN THE OFFICE AS ON 31.01.2015

ANNEXUR

S.No.	Name of the Employee	Fathers name	Designation	Emp. Code	Date of Birth	Year of Birth	Residential Address	Office/DDO	Sub Office	Place of Work/Store	Duties Assigned	Wa Cor
01.	ABCD	EFGH	Executive Engineer	20012345	17.04.81	1981	DELHI	EE(SOUTH)-I				
02.			Assistant Engineer									
03.			Assistant Engineer									
04.			Assistant Engineer									
05.			Junior Engineer									
06.			Junior Engineer									
07.			Junior Engineer									
08.			Head Draughtsman									
09.			Draughtsman Grade-I									
10.			Draughtsman Grade-II									
11.			Draughtsman Grade-III									
12.			OFFICE SUPT.									
13.			Head Clerk									
14.			Head Clerk									
15.			Head Clerk									
16.			UDC									
17.			UDC									
18.			LDC									
19.			BELDAR									
20.			BELDAR									
21.			SG BELDAR									
22.			SG BELDAR									
23.			BELDAR/MALI									
24.			BELDAR/MALI									
25.			Beldar cum Driver									

**Separate Annexure 'B' to be submitted for each office i.e. C.E./S.E./E.E. (including all ZEs)/Z.R.O. or any other office for which salary is being charged.

** Designation wise summary is also to be prepared for each office along with ADMIN OFFICE

** Separate Annexure "B" to be submitted for Vehicle Drivers wherein individual is working in diverted capacity.

** Kindly ensure that the name of officer/official is shown only once in any of the Annexure "B".

** Entries for all the designations to be done together as shown in the example sheet.

(SIGNATURE OF THE DDO WITH S

"SPECIMEN"

ANNEXURE 'A'

SUMMARY OF ANNEXURE "B"

S.No.	Category of the Employees/Designation	Regular Employees	Muster-Roll Employees	Contractual Employees-DJB	Contractual Employees-Agencies
01.	Chief Engineer				XXXXXXX
02.	Superintending Engineer				XXXXXXX
03.	Executive Engineer				XXXXXXX
04.	Assistant Engineer				XXXXXXX
05.	Junior Engineer				DJB
06.	Work Assistant				XXXXXXX
07.	ZRO				XXXXXXX
08.	OFFICE SUPT.				XXXXXXX
09.	AAO				XXXXXXX
10.	Head Clerk				RE-EMPLOYED/EX-SERVICEMAN
11.	Draughtsman Grade-I				XXXXXXX
12.	Draughtsman Grade-II				XXXXXXX
13.	Fitter-I				XXXXXXX
14.	Fitter-II				XXXXXXX
15.	S.G. Mate				XXXXXXX
16.	Chowkidar				XXXXXXX
17.	Security Guard				AGENCY
18.	PCAMR				XXXXXXX
19.	S.Karamchari				XXXXXXX
20.	Data Entry Operator			DJB	NIELT/ICSIL
	GRAND TOTAL				

****Separate Annexure 'A' to be submitted for each office i.e. C.E./S.E./E.E. (including all ZEs)/Z.R.O. or any other office for which salary is being charged.**

(SIGNATURE OF THE DDO WITH S