



**DELHI JAL BOARD
OFFICE OF ASSISTANT COMMISSIONER (W)
VARUNALAYA PHASE-II, KAROL BAGH,
NEW DELHI-110005.**

Phone No: - 011-23544796

Email: - ac.water22@yahoo.co.in

F. No.13 (12)/AC (W)/2014/

58512

Dated: 20.05.2015

Subject: Weeding out/disposal of old records and obsolete articles/equipments like Computers, Printers, Photostat Machines, Used Cartridges, Old files, papers etc.

Please refer to this office letter No F. No. 13(12)/AC (W) / 2014 /120426 to 120678 dated 29.09.2014& its subsequent reminder dated 6.01.2015on the above cited subject, requesting there in to take urgent necessary action & submit the ATR to this office.

But till date no Action Taken Report has been received from any the offices. You are, therefore, once again requested to furnish the same to this office by 29th May, 2015, so that consolidate report could be submitted to higher authorities for their kind perusal. In case no action is required, "Nil" report may please be furnished by the above said date.

(AMIT KUMAR JAIN)
ASSTT.COMMISSIONER (W)

All C.E.s/System Administrator
All Directors/Addl. CEO/Secretary, DJB.
All S.Es/All Jt. Directors (F&A)/ (Rev.)/ (Vig.)
All EEs /All ACs/C.S.O.
All Dy.Dir. (Rev.)/ (F&A)/ (Labour Welfare)/Dy.CSO
All Admn. Officers/ZROs
All Accounts Officers/AAOs.
LO (W)/Consultant (PR)/AE (CCR)

Copy for kind information to:-

1. Chief Executive officer.
2. Members Delhi Jal Board.
3. Member (A)/ (F)/ (W)/ (Dr) C.V.O.
4. E.E. (EDP) - with the request to upload the same on the website of DJB under intimation to this office.



ASSTT.COMMISSIONER (W)

REC L
programmer I

21/5/15