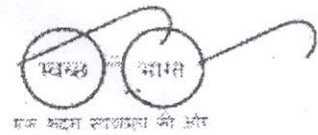




DELHI JAL BOARD: GOVT. OF NCT OF DELHI  
OFFICE OF THE DIRECTOR (ADMN. & PERSN.)  
VARUNALAYA PHASE-II  
KAROL BAGH, NEW DELHI-110005  
PHONE:- 011-23544796  
E-mail:- [ac.water22@yahoo.co.in](mailto:ac.water22@yahoo.co.in)



F.No. 218(2015)/DJB/AC(W)/2015/

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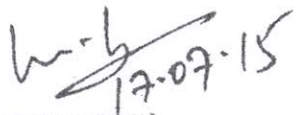
Dated:- 21.07.2015

## CIRCULAR

In pursuance to the directions issued by Chief Secretary, GNCT of Delhi vide circular dated 07.07.2015 bearing No. F.SO/CS./2015/3712-3714, the following instructions are hereby issued for strict compliance by all the concerned:

1. All the Head of offices/Department shall be available to meet the general public every working day between 12.00 Noon to 01.00 P.M. (except Wednesdays).
2. In case concerned Head of the Office/Department is not available, the senior-most officer should be available in the office to meet the general public.
3. A record of representations received and outcome thereof shall be maintained in the Office/Department.
4. The above timings for Public Hearing shall be enforced with immediate effect.

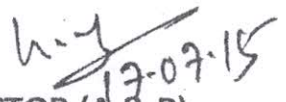
All the Head of Department and Head of Offices are required to give outmost priority to attend the Public grievances/complaints and to implement the above initiatives in their department and offices for their expeditious disposal.

  
(U.B. TRIPATHI)  
DIRECTOR (A & P)

### All DDOs/Controlling Officers.


Copy for kind information to:-

1. Vice Chairman, DJB.
2. Chief Executive Officer/ Members, DJB.
3. Member (A)/(F)/(W)/(Dr.)/Secretary, DJB/C.V.O./Addl. CEO.
4. EE(EDP)- to upload this on the website of DJB under intimation to this office.

  
DIRECTOR (A & P)



Agc ✓ p800. T

  
27-7-15