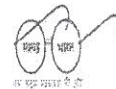




DELHI JAL BOARD
GOVERNMENT OF NCT OF DELHI
OFFICE OF THE DIRECTOR (ADMINISTRATION & PERSONNEL)
VARUNALAYA, PHASE-II, KAROL BAGH,
NEW DELHI-110005.



No. F(NE -6)/DJB/AC(B)/Circular/

Dated : 05.01.2016

CIRCULAR

Subject:-General Guidelines for optimum utilization of man power reg.

The optimum utilization of available resources is essential for efficient running of any organization. Delhi Jal Board is making all efforts for achieving this goal. Since the Delhi Jal Board is having a large man power, it should be endeavoured to make the optimum utilization. Even though, each installation is unique and may require some additional attention. It is assumed that the concerned engineers would make their best efforts for deploying optimum staff. Some of the guidelines towards optimum utilization of manpower, are as under:-

1. In view of cost constraints and security consideration, there will be one central control room at every major plant. This central control room will have 04 Beldars under supervision of Foreman on duty. The Foreman will form a central pool for carrying out emergent and difficult works for all units of the plant.
2. Any requisition received for deployment of man power/additional man power will be placed before a Committee headed by SE(E&M) WC and concerned Executive Engineer of Plants/installations & Assistant Commissioner concerned as members.
3. The preference for deployment of departmental staff at the installations should be as under:
 - The Water Treatment Plants/ Sewage Treatment Plants.
 - The HT Raw Water Pumping Stations /Booster Pumping Stations/ HT Sewage Pumping Stations.
 - LT Booster Pumping Stations/Sewage Pumping Stations.
4. For Tube-wells, the efforts should be made to operate these on automation. The SE(E&M)W&S-I, II & III circle are already running the tube-wells on automation and the contractual/ departmental staff has been removed. Only critical tube-wells should be run on contract. There are complaints of tube-wells being run by tea stall owners etc. also.

Contd..



5. Unskilled staff i.e.- Beldars may be deployed at the plants, which are common for all units. They should not be restricted to any particular unit.
6. Instead of deploying extra staff on each installation for handling difficult works, they may be deployed at one place i.e. most difficult site, and that should work as control room for the division.
7. Only aged staff should be used at the duty place e.g. stores, and young staff should be used for heavy works.
8. For lowering/ taking out pumps in a bore-well, rate contract may be done.
9. Wherever the installations are adjacent or within the same premises, the staff can be common.
10. For operation of large size valves, extra staff is required. The actuator/ motorized operated butterfly would be helpful for such cases.
11. The concerned CE/SE should review the staff deployment, and EE would be required to give a presentation on staff deployment. The best divisions would be rewarded/ appreciated for their achievements.

Handwritten signature
5.1.16

(U.B. TRIPATHI)
DIRECTOR (ADMINISTRATION & PERSONNEL)

No. F(NE -6)/DJB/AC(B)/Circular/ *1752*

Dated : 05.01.2016

Copy for information & necessary action to :

1. Vice Chairman:- :- For kind information
2. CEO, DJB Member (Admn.):- -do-
3. All Members of DJB
4. All Chief Engineers/ All Directors
5. All Joint Directors/ All SEs/ All ACs & DDs
6. EE (EDP) for uploading on the website of DJB
7. Consultant (PR) for publishing in the Varun Partika

Handwritten signature
5.1.16

DIRECTOR (ADMINISTRATION & PERSONNEL)

Sh. Sanjay
Project