



DELHI JAL BOARD
GOVERNMENT OF NCT OF DELHI
OFFICE OF THE ASSISTANT COMMISSIONER(W)
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97210

F. No.299(15)/DJB/AC(W)/2015/46992 to 47254

Dated : 06.04.2016

CIRCULAR

Subject: Insufficient /Poor Response by various Offices of DJB towards references of Administration/AC(W).

Being Nodal Office for Administration of DJB and Core Administrative Wing, the Office of AC(W) discharges a numerous variety of duties & responsibilities, one of the important job executed by this office is to collect the inputs/reports/information from various Wings/Offices of DJB and to provide uniformed, compiled/ consolidated & approved requisite information/reports within a specified period of time given by the respective Courts/Ministries/Commissions/Departments of GNCTD.

It has been noticed that most of the offices concerned either does not pay heed to the letters/reminders issued by the Office of AC(W) or submits the incomplete/ inappropriate inputs/information that too after a considerable delay, which often results extraordinary delay & inability in further submission of consolidated/compiled reports to the Competent Authorities /Departments concerned. It may cause embarrassing situation to the department/higher authorities of DJB.

Therefore, all the DDOs/Controlling Officers are hereby directed to ensure the appropriate & timely submission of requisite reports/information against the references issued by the office of AC(W)/Administration otherwise they shall be held responsible for such delays and the matter shall be reported to the higher authorities for taking necessary action in the matter accordingly.


21.4.16

(U. B. TRIPATHI)
DIRECTOR (ADMN. & PERS.)

All DDOs /Controlling Officers

Copy for kind information to :

1. Chairman, DJB, Vice Chairman, DJB, CEO, DJB
2. Member(Admn.)/(Fin)/(WS)/(DR)
3. All Directors/Chief Engineers/SA(IT)
4. Addl. CEO/Secretary, DJB/Secy. to CEO.
5. All ACs/DD(LW)/EO to Member(WS)/(DR)
6. EE (EDP):- for uploading on DJB Website


21.4.16

DIRECTOR (ADMN. & PERS.)

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