

**DELHI JAL BOARD  
GOVERNMENT OF N.C.T. OF DELHI  
OFFICE OF THE ASSISTANT COMMISSIONER (W)  
VARUNALAYA, PHASE-II, KAROL BAGH, NEW DELHI - 110 005**

F.107(11)/AC(W)/2011/

57283

Dated: 03.06.2016

**CIRCULAR**

The Competent Authority has been pleased to approve short leave to the Muslim employees during the auspicious days of **Ramzan** (tentatively w.e.f. 07.06.2016 to 06.07.2016/day of Id-Ul-Fitr.). Accordingly, **all the DDOs/Controlling Officers may allow them short leave (1½ Hour/day) i.e.** to leave the offices at 3.30/4.30 P.M. as per working hours being followed in their respective offices, subject to the condition that they will make all sincere efforts to complete their work during the remaining office hours and they will also make efforts to arrive early to cover the pending work, if any, so that the office work does not suffer.

( SHEKHAR KUMAR )

**ASSISTANT COMMISSIONER (W)**

**All D.D.Os/Controlling Officers.**

**Copy for information to :-**

1. Vice Chairman, DJB
2. CEO, DJB
3. All Members/C.V.O.
4. All Directors/ All Chief Engineers/SA(IT)
5. Addl. CEO/ Secretary, DJB/ Secretary to CEO
6. EE(EDP) Cell - with the request that it may be uploaded on the DJB website under intimation to this office.

**ASSISTANT**

**COMMISSIONER (W)**

Signature Not Verified

Digitally signed by SHEKHAR  
KUMAR  
Date: 2016.06.03 12:46:16 IST  
Reason: Approved

EE EDP

Sh. Kumar  
prg-4

(Signature)