



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

F.No.428(16)/DJB/AC(W)/2016/

Dated : 30.08.2016

**CIRCULAR**

It has been observed that day to day a lot of requests for transfer on various grounds are received from individuals directly or through various other VIPs/Political leaders/representatives, resulting thereby administrative sections remain busy in processing such cases and the other important administrative matters remain pending/unattended for long.

Hence, considering the nature of duties/responsibilities vested with respective wings of Delhi Jal Board the following guidelines/procedure in continuation of Office Order No.1 dated 12.02.2004 & Circular dated 17.07.2014 issued by office of Director(A&P), regarding transfer of employees are hereby issued for implementation with immediate effect to achieve the following :

1. In the sole interest of department and to bring in uniform policy.
2. To achieve harmonies objectives of institutional memory.
3. Avoid development of vested interests.
4. To provide exposure to employees of working in different offices/divisions, inter alia ensuring overall growth/knowledge of an employee.
5. To impart objectivity and have transparency in transfer/posting of officers/officials.

**A. Normal Tenure of Stay & Competent Authority for transfer/postings of DJB Officers/Officials :**

Sl. No.	Category of Officers/Officials	Competent Authority for Transfer/Posting	Normal Tenure of Stay
1	Category - 'A'	C.E.O.	3 Years
2	Category - 'B'	Member(Admn.)	3 Years
3	Category - 'C'	Director(A&P)	3 Years
4	Category - 'C' (Category "D" As Per 5 <sup>th</sup> Pay Commission).	Director(A&P)	5 Years

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**B. Uniform Schedule for Transfer**

Sl. No.	Wing/Cadre	Preferred Months for Transfer	Remarks
1	Engineering/Technical Cadre	February & September	To facilitate them to perform better in Summer & Rainy Season.
2	Revenue	May & October	To facilitate achieving the Annual/Half yearly Targets
3	All Ministerial & Group -D Staff	May & October	To match with & facilitate Revenue/ Finance Wing
4	Finance & Accounts	May	To facilitate finalization of Annual Accounts
5	Treatment & Quality Control and Horticulture	February & September	To facilitate them to perform better in Summer & Rainy Season.
6	Vigilance/ Administration/ Medical	As & when required	Need based.
7	Security	Preferably in April	Once in a year

Persons with Disabilities, Widows, and Employee due for Promotion /Retirement may not be governed by above schedule/routine transfer. In addition, transfer request on Medical Ground will also not be governed by above schedule but will be subject to recommendation/satisfaction of concerned authorities.

The Policy of transfer/postings as mentioned above shall, however be operational in normal circumstances and can be modified/dispensed with by Chief Executive Officer, DJB at any juncture in the interest of efficiency of organisation or other administrative grounds.

This issues with the approval of CEO,DJB

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

**All DDOs/Controlling Officers**

Copy for kind information to:

1. Chairman/Vice Chairman, DJB
2. All Members, DJB
3. C.E.O., DJB.
4. Member(Admn.)/(Fin.)/(WS)/(DR)
5. All Directors/All Chief Engineers/Addl. CEO/Secretary, DJB
6. EE(EDP) – with the request to upload this on the website of DJB.
7. AO(PR) – with the request that is may be published in Varun Patrika.
8. Master File(Admn.)

  
 30.8.16  
 DIRECTOR(ADMN & PERS.)