



Time Bound  
Out Today

**STOP CORONA**  
WASH YOUR HANDS, WEAR MASK, MAINTAIN SOCIAL DISTANCE

	<b>DELHI JAL BOARD: GOVT. OF NCT OF DELHI</b> OFFICE OF THE ASSTT. COMMISSIONER(W) <b>VARUNALAYA PHASE-II</b> KAROL BAGH, NEW DELHI-110005 PHONE:- 011-23544796 E-mail:- ac.water22@yahoo.co.in	
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F. No. DJB/AC(W)/2020 / e-Receipt No. 1023726

Dated : 12.02.2021

**CIRCULAR**

**Subject : Covid Vaccination**

In continuation to this office circular No.DJB/AC(W)/2021/e-receipt No. 1016283 dated 07.01.2021 & 18.01.2021, it is circulated for the information of all employees and their DDOs that the names DJB employees registered on Co-WIN PORETAL for COVID Vaccination has been issued.

All DDOs are directed to check the list of employees and the detail of nearest vaccination sites/centres on their official DJB mail and encourage the concerned employee to go to any vaccination centre/sites near to his/her office/residence alongwith ID proof on walking basis and get vaccinated latest by 01.03.2021.

All DDOs are also requested to allow these employees to go for vaccination even during office hours.

All DDOs are also requested to send the detail of all employees working under his control who have got themselves vaccinated to AC(W) in excel sheet without using any special correctors (i.e. ; & etc) only latest by 03.00 PM 01.03.2021.

Encl : As above

*(Signature)*  
(NEELAM KAPOOR )  
Assistant Commissioner (Water)

All DDOs/Controlling Officers

Copy for kind information to:-

1. CEO/Member(Admn.)/(Fin.)/(WS)/(DR)/CVO
2. All Directors/All CEs
3. All ACs/Secretary to CEO
4. EE (EDP) Cell with request to upload this Circular on the DJB's website.



*Prag-I*  
*(Signature)*  
17-02-21

*(Signature)*  
Assistant Commissioner (Water)