



DELHI JAL BOARD: DELHI SARKAR
OFFICE OF DEPUTY DIRECTOR (WATER)
VARUNALAYA PHASE-II, KAROL BAGH
NEW DELHI-110005
Phone No: - 011-23544796
Email: - ac.water22@yahoo.co.in

No. DJB/DD (W)/2023/ 9399

Dated: 15.03.2023

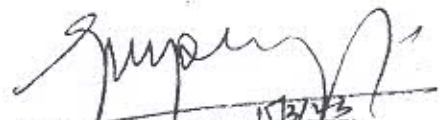
Subject: "Organization Study" of DJB for staff rationalization by National Productivity Council.

Please find enclosed letter No. NPC/HRM/C/04/2022-23 dated 01.03.2023, which is received from Sh. Umashankar Prasad, Director (HRM), National Productivity Council, Lodi Road, New Delhi.

In this regard it is hereby informed that the study shall be conducted organization-wide covering all the departments at DJB, HQ and at field offices.

In view of above, all concerned are hereby requested to provide the relevant administration facilitation/information to team members, so that the same can be done in a time bound manner.

Encl. As above.

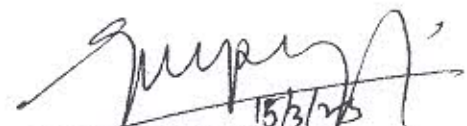

(GURPREET SINGH)
DIRECTOR (A&P)

All DDO's/Controlling Officers

No. DJB/DD (W)/2023/
Copy for kind information to:

Dated:-

1. P.S. to Chairman of DJB.
2. P.S. to Vice Chairman of DJB.
3. P.S to CEO, DJB for kind information of CEO.
4. Member (Admn.)/Member (Fin.)/Water Supply/Drainage.
5. C.V.O/Director (A&P)/Director (F&A)/Addl. CEO.
6. All Deputy Directors.
7. EE (EDP): for uploading the same on DJB Website |ix|
8. Master file.


DIRECTOR (A&P)

Addl. Chief Engineer (Project)-I
EDP Cell, Delhi Jal Board, GNCTD
Dy. No. 625 dt. 17.03.23

ACE (P) 1

as above, plus.
Sh. Sanjay Singh

h ..
19/3/23

15/3/23

NPC/HRM/C/04/2022-23

01/03/2023

Sh. Azimul Haque, IAS
Member (Administration)
Delhi Jal Board
Varunalaya Ph-II,
Jhandewalan, Karol Bagh,
New Delhi-110005.

Subject : 'Organization Study' of DJB for staff rationalization

Dear Sir,

National Productivity Council (NPC) places on record its deep sense of gratitude to the management of Delhi Jal Board (DJB) for reposing confidence and entrusting the above captioned study to NPC vide its work order no. DJB/AC(W)/2023 dated 17/02/2023. NPC accepts the work order and is in the process of submitting the Bank Guarantee for 30% of the value of the study to enable DJB to release mobilization advance of 30% of study value i.e. Rs. 1,36,80,000/- + GST.

The NPC study team comprising seven NPC officers/ staff is being deployed who shall be visiting DJB offices in order to familiarize themselves as well as undertake detailed interview / study. Depending on the study progress, more resources shall be deployed as per need. For smooth conduct of study we would request DJB to provide the following administrative facilitation and information at the earliest:

1. Allocation of NPC study team office, a separate room at DJB, HQ to accommodate seating and working space for 6-7 persons with printing and secretarial facilities.
2. Issue of temporary ID card to the NPC study team to gain access to various offices of DJB situated across the geographical area of Delhi:
 - i. Sh. Umashankar Prasad, Director
 - ii. Sh. S P Tripathi, Deputy Director
 - iii. Sh. D K Rahul, Deputy Director
 - iv. Smt. Kritika Shukla, Deputy Director
 - v. Sh. Aman Gulati, Deputy Director
 - vi. Ms. Asmita Raj, Technical Assistant
 - vii. Sh. Amit Kumar, Project Associate
3. Nomination of a central coordinator, preferably a senior level officer at DJB, HQ to act as nodal officer who shall be responsible to arrange for data/information and to coordinate with regional coordinators, as required by the study team. Large departments may also be asked to appoint their respective nodal officers for better coordination.
4. Nomination of regional coordinators, at local offices, who shall be responsible to provide data and information to the study team as required in the interest of smooth and timely conduct of the study.
5. The study shall be conducted organization-wide covering all the departments at DJB, Headquarters and at field offices. Following Departments are being planned to be covered:
 - i. Administration
 - ii. Enforcement Cell
 - iii. Engineering Deptt.
 - iv. Finance Deptt.
 - v. Revenue Deptt.
 - vi. Horticulture Deptt.

Asst. Commissioner
Delhi Jal Board
Diary No. 534
Date 03/03/23

DJB
Dir (A)
Dir (AS)
DD (w)
6/3

Put up
997
02/03/23

Sm. Satyavran
06-03-23

P.T.O

109/c

- vii. Medical
- viii. Reform Project cell
- ix. RTI Cell
- x. Secretary Office
- xi. Security Deptt.
- xii. Water Emergency
- xiii. Treatment & Quality Control
- xiv. Training

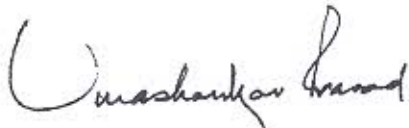
- xv. Safety and Disaster Management
- xvi. Information and Technology Cell
- xvii. Law
- xviii. PR Deptt.
- xix. Jal Suvidha Kendra

(DJB may suggest if any function is not included in the above list)

6. For multilocational departments / divisions / offices which are performing similar job(s) such as Engineering, Revenue, Maintenance, Projects etc., a representative sample of 10-15% each (preferably 3-4 nos.) shall be identified for study purpose in consultation with nodal officer, DJB. The kick-off meeting shall, accordingly, be held after the finalization of sample offices to be studied.
7. It is also requested to inform all the Departments/Divisions/Offices about the study, scope and terms of reference vide office order/memorandum or any other suitable means deem fit so that their adequate cooperation and involvement can be ensured. Also, seating arrangements for 2-3 consultants may be provided at local offices in case the study team is required to visit that particular office.
8. A copy of the latest budget may be issued to the NPC team for study purposes.

It is, therefore, requested to kindly nominate the nodal officer so that the representative samples can be finalized at the earliest and the study can be started as per work order.

Thanks & regards,



(Umashankar Prasad)
Director (HRM)