



DELHI JAL BOARD: GOVT. OF NCT OF DELHI  
OFFICE OF THE DEPUTY DIRECTOR(WATER)  
VARUNALAYA PHASE-II  
KAROL BAGH, NEW DELHI-110005  
PHONE:- 011-23544796  
e-mail:- ac.water22@yahoo.co.in



F.No. 651(23)/DJB/DD (W)/2023/ 17095

Dated: 05.05.2023

### CIRCULAR

In reference to letter No. 01/07/DOV/Admn./2021/4908-4912 dated: 24.04.2023 received from Assistant Director (Vig.), Govt. of NCT of Delhi, Directorate of Vigilance, Level-4: C-Wing: Delhi Secretariat: New Delhi.

In this connection, it has been observed that while processing the files, officers/officials only put their initials and do not mention their name & designation on the proposal/file. This has been viewed seriously by the Hon'ble Lt. Governor, Delhi, during a review meeting held on 05.04.2023.

It has been desired that all the officers /officials should invariably mention their name & designation/stamped after signing the proposal on file.

Accordingly, all the DDOs/Controlling Officers are requested to ensure that all the officers/officials invariably mention their name & designation/stamped in all the official noting henceforth.

Encl: As above.

(VIRENDER SINGH)  
DEPUTY DIRECTOR (WATER)

### All DDOs/Controlling Officers

Copy to:-

1. P.S to CEO, DJB for kind information of CEO.
2. Member (Admn.)/Member (Fin.)/Water Supply/Drainage.
3. C.V.O. / Director (A&P)/Director (F&A).
4. Secretary, DJB.
5. DD (Law)/D.D. (Training).
6. DD (GAB): Also caretaking branch should prepare stamp for those who don't have presently on priority.
7. EE (EDP): for uploading the same on DJB Website.

DEPUTY DIRECTOR (WATER)

Acct P) I

Shri. Kumar Singh  
15/5/23

15/5/23

Shri. Kumar Singh  
Addl. Chief Engineer (Project)-I  
Electronic Data Processing (EDP) Cell

Prag-I

15/5/23

Addl. Chief Engineer (Project)-I  
EDP Cell, Delhi Jal Board, GNCTD  
Dy. No. 1043 dt. 15.05.23

P.T.O

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
[DIRECTORATE OF VIGILANCE]

LEVEL-4: C- WING: DELHI SECRETARIAT: NEW DELHI-110002  
(Phone No. 23392257/23392303 & Fax No. 23392354/23392353)

File No. 01/07/DOV/Admn./2021/4908-4912 Dated: 24/4/2023

CIRCULAR

It has been observed that while processing the files, officers / officials only put their initials and do not mention their name & designation on the proposal/file. This has been viewed seriously by the Hon'ble Lt. Governor, Delhi, during a review meeting held on 05.04.2023. It has been desired that all the officers / officials should invariably mention their name & designation after signing the the proposal on file.

Accordingly, all the Additional Chief Secretaries / Pr. Secretaries / Secretaries / HODs, Govt. of NCT of Delhi are requested to ensure that all the officers / officials invariably mention their name & designation / stamped in all the official notings henceforth.

This issues with the approval of Competent Authority.

MEMBER (ADMN.)  
DELHI JAL BOARD  
Diary No. 1692  
Date 25/04/2023

(BUNIYAD SINGH)  
ASSISTANT DIRECTOR (VIG.)

All the ACS/Principal Secretaries/Secretaries/HoDs/  
Heads of all Departments/PSUs/Autonomous Bodies/Corporations,  
Government of N.C.T. of Delhi.

File No. 01/07/DOV/Admn./2021/4908-4912 Dated: 24/4/2023

Copy forwarded to :-

- (i) Secretary to Lt. Governor, Delhi.
- (ii) SO to Chief Secretary, GNCTD.
- (iii) PS/PA to Secretary/Spl. Secretary (Vig.), GNCTD.
- (iv) All officers and officials, DOV, GNCTD, for compliance.

(BUNIYAD SINGH)  
ASSISTANT DIRECTOR (VIG.)

Asst. Commissioner (W)  
Delhi Jal Board  
Diary No. 898  
Date 26/04/23