



**OFFICE OF THE ADDL. CEO
VARUNALAYA PHASE-II, DELHI JAL BOARD
KAROL BAGH NEW DELHI-110005**

NO.DJB/LO/2024/ 8293

Dated: 21/02/2024

CIRCULAR

Authorisation of signing officers and approving authorities for filing petition / reply / pleadings / affidavit / all other miscellaneous documents in various courts

In supersession to all previous orders / circulars issued from various offices of the DJB, the competent authority has authorised the following officers as signing officer and the approving authority for filing of petition / reply / pleadings / affidavit / all other miscellaneous documents in the respective Court / Tribunal:-

Name of the Court	Designation of officer authorized for signing petition / reply / pleadings / affidavits / all other miscellaneous documents for filing in court	Approving authority for filing of petition / reply / pleadings / affidavits / all other miscellaneous documents in court
Supreme Court, High Court, NGT, National Consumer Commission, NHRC and NCLAT	Director (A&P) for cases pertaining to Administration & Personnel Director (F&A) for cases pertaining to Finance & Accounts office Director (Revenue) for cases pertaining to Revenue office Director (Vigilance) / CE (Vigilance) / any other incumbent officer of equivalent rank for cases pertaining to Vigilance office Chief Engineer / SE concerned posted independently in maintenance and projects for cases pertaining to Engineering office Respective Director for cases pertaining to Horticulture / Laboratory (T&QC) / Enforcement / S&DM as per their respective jurisdiction *If the matter pertains to more than one branch / office other than the engineering one, then the Secretary (DJB) shall be the signing authority and in the engineering matters, it shall be any CE nominated by Member (WS) / (DR)	CEO (DJB)
CAT	Dy. Director concerned for cases pertaining to Administration Dy. Director (F&A) concerned for cases pertaining to Finance & Accounts office ZRO concerned pertaining to Revenue Dy. Director (Vigilance) / EE (Vigilance) / any other incumbent officer of equivalent rank for cases pertaining to Vigilance office Executive Engineer concerned for cases pertaining to Engineering	Member (A)

Addl. Chief Engineer (Project)-I
EDP Cell, Delhi Jal Board, GNCTD
Dy. No. 94 dt. 23/2/24

~~EE (E&M) A-1~~

~~AC (A)-1~~

SE / CP-D

EE (EDP)
PA

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	Dy. Director (Horticulture) / ACWA / Dy. Director (Enf.) / SE (S&DM) for cases pertaining to Horticulture / Laboratory (T&QC) / Enforcement / S&DM as per their respective jurisdiction	
State Consumer Commission, District Court, Labour Court, Industrial Tribunal and all other miscellaneous Courts / Commissions / Tribunals / Quasi- judicial authorities etc.	Dy. Director concerned for cases pertaining to Administration Dy. Director (F&A) concerned for cases pertaining to Finance & Accounts office ZRO concerned pertaining to Revenue Dy. Director (Vigilance) / EE (Vigilance) / any other incumbent officer of equivalent rank for cases pertaining to Vigilance office Executive Engineer concerned for cases pertaining to Engineering Dy. Director (Horticulture) / ACWA / Dy. Director (Enf.) / SE (S&DM) for cases pertaining to Horticulture / Laboratory (T&QC) / Enforcement / S&DM as per their respective jurisdiction	Member (WS) / Member (DR) / Director (F&A) / Director (R), as the case may be. For remaining matters, it shall be Director (A&P)
Arbitral Tribunal / Dispute Adjudication Board (DAB)	Executive Engineer concerned in Arbitration / DAB dispute cases	Member Concerned with the concurrence of Finance wing
Vakalatnama	Law Officer / Dy. Director (Law) / any other officer heading the law office. for signing and issuing Vakalatnama to the appointed counsel	Competent Authority concerned to appoint counsel in that particular court

The above authorised signing officers shall ensure the prior approval of the respective approving authority for filing the reply / affidavit etc. in the concerned court. Further, it is specifically mentioned that where financial implications are involved in a case, then the concurrence of the financial wing shall also be taken.

This is hereby issued with approval of the competent authority to follow religiously by all concerned with the immediate effect.



Cheshta Yadav
(Cheshta Yadav)
Addl. CEO

Copy to:-

1. CEO (DJB)
2. Member (A) / (F) / (WS) / (DR)
3. All Directors / Secretary / CEs / SEs
4. All JDs / DDs / EEs / LO / ZROs
5. EE (EDP) to upload on DJB website
6. Office Record Register

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Cheshta Yadav
(Cheshta Yadav)
Addl. CEO

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