



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

NO.DJB/LO/2024/ 54809

Dated: 22/10/2024

CIRCULAR

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

In partial modification and supersession of the earlier Circular dated 21.02.2024 issued on the above mentioned subject, 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 Director (F&A) for cases pertaining to Finance & Accounts office Director (Revenue) for cases pertaining to Revenue office Director (Vigilance) / any other incumbent officer heading the vigilance office for cases pertaining to this 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)	GEO (DJB) in Supreme Court and NGT cases In the remaining matters, it shall be Member concerned
CAT	Dy. Director concerned for cases pertaining to Administration Dy. Director (Vigilance) / any other incumbent officer of equivalent rank for cases pertaining to Vigilance office DDO concerned in the cases pertaining to other offices	Member (A) Dy. Director (IT) Delhi Jal Board, GNCTD Dy. No. 1427 dt 25-10-24

CE (IT)

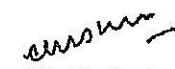


State Consumer Commission, District Court, Labour Court, Industrial Tribunal and all other miscellaneous Courts / Commissions / Tribunals / Quasi-judicial authorities etc.	Executive Engineer concerned for cases pertaining to Engineering division Dy. Director (F&A) concerned for cases pertaining to Finance & Accounts office ZRO concerned pertaining to Revenue office Dy. Director (Vigilance) / any other incumbent officer of equivalent rank for cases pertaining to Vigilance office Dy. Director concerned for cases pertaining to Administration 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	CE concerned for cases pertaining to engineering division Director (F&A) / Director (R), as the case may be Director (Vigilance) / any other incumbent officer heading the vigilance office in vigilance cases For administrative and remaining matters, it shall be Director (A&P)
Arbitral Tribunal / Dispute Adjudication Board (DAB)	Executive Engineer concerned after preparation, examination & scrutinization of the draft by the committee headed by concerned SE with other members as EE, AE / ZE, JE & AAO followed by the formal approval of the Approving Authority i.e. CE concerned about the scrutinized draft	CE Concerned
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.

It is also clarified that in case of non-existence / vacancy of post of any of the above mentioned authorised officers/ authorities, then the incumbent officer looking after the seat charge of that post / chair shall be the signing / approving authority.

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

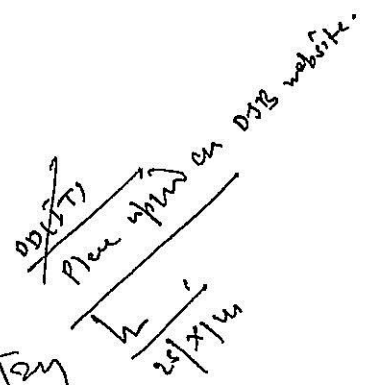

(Cheshta Yadav)
Addl. CEO

Copy for information to:-

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




28/10/24


DD (IT)
Plse upload on DJB website.
28/10/24