

DELHI JAL BOARD : GOVT. OF NCT OF DELHI
OFFICE OF THE ASSISTANT COMMISSIONER (D)
VARUNALAYA PHASE-II : JHANDEWALAN: NEW DELHI-110005

Office Order No. (Min.) 201

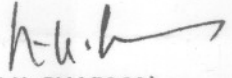
Dated : 15.09.2010

In order to streamline supervision and functioning of various units of Delhi Jal Board following existing and proposed functions are being brought under one branch to be called as General Administration Branch (GAB) :

- (i) Telephone Management (fixed and Mobile).
- (ii) To keep liaison with Mobile Company under CUG plan.
- (iii) Improvement of Library in Headquarter.
- (iv) Canteen Management (to watch quality, cleanliness/sanitation and general maintenance).
- (v) Administrative approval of contract vehicles (car).
- (vi) General Caretaking.
- (vii) To establish Gym/Yoga centre at Headquarter.
- (viii) Any other duties assigned to G.A. Branch from time to time.

Special pay , other facilities and powers attached with the post of Caretaker (HQ) at present are allowed to be attached with the post of Office Superintendent (GAB).

This issues with the prior approval of Competent Authority.


(H.K. SHARMA)
ASSTT. COMMISSIONER (D)

No. DJB/AC(D)/OS/2010/ 94091

Dated : 15.09.2010

Copy to :

1. PS to Chairperson/Vice-Chairman/Members of Delhi Jal Board.
2. CEO/Member(A)/Member(F)/Member(WS)/Member(Dr.)/CVO/Secretary, DJB.
3. All CEs/All SEs/All EEs/All Directors/Joint Directors(R)/ACs/DDs(R)/Secy to CEO.
4. DD(Vig)/DD(LW)/EO/LO/Consultant(PR)/All DDOs/Dispensaries.
5. Dy. Dir(F&A)s/F&G Section/AO/JAO Concerned.
6. OS (Estt.) D/CR Cell.
7. Individuals.


ASSTT. COMMISSIONER (D)



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