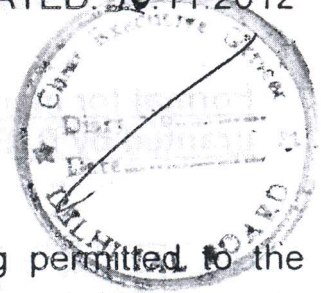


**DELHI JAL BOARD
GOVT. OF N.C.T. OF DELHI
OFFICE OF THE MEMBER (W.S.)
VARUNALAYA PHASE-II : KAROL BAGH : NEW DELHI-5.**

No. F-15 /DJB/M(WS)/2012/ 127851

DATED: 30.11.2012

INSTRUCTIONS



It is observed that filling of water tankers is being permitted to the outside agencies by the divisions without seeking approval of the Chief Engineer concerned in violation of standing instructions in the department. In order to further streamline the procedure to permit the other agencies including other Govt. Deptt. for filling of water tankers or to have DJB tanker service, the directions given hereunder will be strictly followed by all the divisions.

1. All requests / applications to have tankers service or filling of tankers from DJB filling points must be diarized and received on record in the offices where they are submitted.
2. Chief Engineer concerned is the only competent authority to grant such permissions after ascertaining the availability at the source.
3. After sanction of the permission, the concerned division will issue an official letter stating date on which sanction orders have been issued by the Chief Engineer and the letter will be accompanied with the demand note which will clearly indicate the number of trips / no. of tankers to be allowed on each day from specific location of DJB filling point and also the period of sanction upto which the sanction order will remain valid.
4. Payment in advance against the demand note for permitting supply of tankers / filling shall be accepted only in the shape of demand draft drawn in favour of Delhi Jal Board or through online payment. Copies

CEO/W1

Sanyal
4/12

EE(EDP)
2566
04/12/12

Wp
30/12/12

Seen.

Shankar

To be
adhered
to strictly.

Wp
Mem (W/S)

of receipt of payment received in DJB treasury shall have to be kept in record of the division as well as in the record of ZE/JE Incharge of the filling point with a copy to SE concerned.

5. A running account of number of tankers supplied shall be maintained on day to day basis by the JE/ZE incharge in the following format:

Format for maintaining record of Tanker delivery/filling permissions granted by DJB to the outside agencies.

Dates	Details of Agency / Applicant	Ref. of order of CE along with validity period of sanction	Details of payment received along with DJB receipt no. & date	Vehicle No.	No. of Trips	Location identity	
						Filling Point	Delivery Point

At the end of each month, account of tankers supplied to the outside agencies shall be submitted by ZE / JE Incharge to the EE who will be fully responsible for proper monitoring.

[Signature]
MEMBER (WS)

Discuss.

- CE(East)/(West)/(South)/(C&N).
- All SEs (distribution)
- All EEs (distribution).

Copy to :

1. CEO.
2. Member (Admn.)
3. Member (Fin.)
4. Director (F&A)

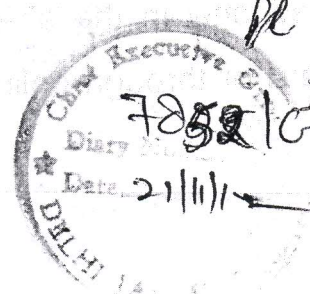
H/C
OS
discuss
30/11

[Signature]
MEMBER (WS)

Pl uploading the instruction on website of DJB

EE(EDP)

M 7245 9391B
30/11/12



[Signature]
4/11/12