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**DELHI JAL BOARD: DELHI SARKAR
OFFICE OF THE MEMBER (ADMINISTRATION)
VARUNALAYA PHASE-II, KAROL BAGH,
NEW DELHI-110005.**

F.No.DJB/AC (W)/2013/

17290

Dated: - 12/02/2013

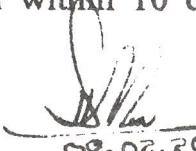
INSTRUCTIONAL ORDER

Subject:- Special drive for Retention/Weeding out of old record.

A circular on the above cited subject was issued by Assistant Commissioner (Water) vide No. DJB/EO/Record/2012/101825 to 102139 dated 25.09.2012 vide which all DDOs were requested to weed out old records as per provisions contained in Record Retention Schedule and send the Action Taken Report to AC(W).

However, it has been observed that instructions issued by Administration has not been complied with by DDOs as reports from only 35 offices have been received till date which is a matter of great concern.

Since as per provisions of Manual of Office Procedure weeding out of old record is essential. Therefore, all concerned are directed to send the Action Taken Reports to AC(W) clearly mentioning therein total no. of files and registers etc. weeded out and number of files sent to Record Room within 10 days failing which matter will be viewed seriously.


08.02.2013

**(HUZAR LOLLEN)
MEMBER (ADMINISTRATION)**

All DDOs.

Copy for information to:-

1. Secretary to CEO.
2. Member(Fin.)/Member(W)/Member(Dr.).
3. Secretary, DJB/Addl. CEO/All Chief Engineers/System Administrator.
4. Director (A&P)/Director (F&A)/Director (Rev.)/Director (RMS)/DOV/All Jt. Directors (Rev.)/Finance/All SEs/All MOIs.
5. All ACs/LO(W)/EE(EDP)/DD(LW)/Dy.Dir.(F&A)/All AOs/CSO.


EXECUTIVE ENGINEER (EDP)

DIARY No. 322

DATE 14/2/13

EE CEDP

Sayon h


08.02.2013

MEMBER (ADMINISTRATION)