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**OFFICE OF THE ASSISTANT COMMISSIONER (GAB)
DELHI JAL BOARD; GOVT. OF NCT OF DELHI
VARUNALAYA PHASE-II, JHANDEWALAN, NEW DELHI.**

No. DJB/AC(GAB)/Meetings/2013/

Dated: 15/7/13

81139

**Sub: Instructional Order regarding meetings in
Conference Halls at VP-II.**

Time and again instructions have been issued to inform the GAB regarding meetings to be held in Conference Halls of VP-II well in advance to avoid clashing of dates and time of meetings and to make the Conference Room in proper conditions.

However, it is seen that neither prior information is generally given to General Administration Branch nor any confirmation or availability of conference room is ensured from GAB due to which officers are compelled to wait outside the Conference Halls resulting in chaos and confusion.

Instances have also come to notice when two-three meetings were scheduled in Conference Hall in a day and sometimes 2 meetings at the same time were fixed and no prior information was given to GAB resulting in unpleasant situation for senior functionaries and managing staff as well.

It has also been noticed that sometimes meetings are postponed or re-scheduled but no information is given to GAB resulting continuous running of ACs, Lights, Fans, Projectors and PA System etc. Henceforth, it will be the duty of organising officer/office to inform GAB if any meeting is re-scheduled or post-poned to conserve energy.

EXECUTIVE ENGINEER (EDP)

DIARY No. 2142

DATE 16/7/13

Further, to maintain high level of sanitation and for proper upkeep of Conference Halls, it has been decided by the Competent Authority that:

- 1 Conference Hall No. 1 will be utilized for meetings only headed by Chairperson, Vice-Chairman, CEO and Members (Admn, Fin, WS and Dr) including nominated Members and only for non-political purposes.

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- 2 Conference Hall No. 2 will be utilised for meetings headed by Chief Engineers, Directors, MOIs.
- 3 Officers sitting outside VP-II will organize meetings/seminars/training programs at Training Centre with the prior permission/information of Project Director (Training).
- 4 All type of training programs will be held in Training Centres only either at VP-I or at Haiderpur under PD (Training)
- 5 The Auditorium of VP-II will be utilized for retirement functions and for general use by Administration. No meetings of Unions/Associations are permissible in Auditorium.
- 6 Conference Halls as per above will be booked by GAB as per suitability/availability on prior information/intimation.
- 7 Food and snacks are prohibited in Hall No. 1 except tea/biscuits. Other than this, the same may be aranged in Hall NO. 2 with the prior permission of GAB.

This is circulated for strict complaine by all concerned.

This issues with the prior approval of Competent Authority.

Y K Sharma
12/07/2013
(Y K SHARMA)
ASSISTANT COMMISSIONER (GAB)

All DDOs

Copy to :

- 1 PS to Vice-Chairman/Secy to CEO/PS to CEO for kind information.
- 2 Member (Admn.)/(Fin)/(WS)/(Dr)/Addl. CEO/CVO/Secy, DJB- for kind information.
- 3 Dir (A&P)/Dir (F&A)/DOR/Dir (Vig)/CEs, PD(Trg.)- for kind information and n.a.
- 4 EE(EDP)- for uploading on website.
- 5 Suptd (GAB)/Dy CSO(HQ)- for information and necessary action.

Y K Sharma
12/07/2013
ASSISTANT COMMISSIONER (GAB)