



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/2015/ 33788

Dated: 27/03/2015

**Sub: Instructional Order regarding meeting  
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.

All concerned are once again requested to intimate GAB well in time to avoid unpleasant situation.

*Sharma*  
(S K SHARMA) 27/3/15

ASSISTANT COMMISSIONER (GAB)

- 1 PA to VC/ PA to CEO.
- 2 PAs to M(A)/(Fin)/(WS)/(Drg.)/(CVO)/Addl. CEO/Secy, DJB.
- 3 PAs to all Directors/CEs.

Copy to:

- 1 Member (A)- for kind information.
- 2 Dir (A&P)- for kind information.
- 3 Secy. to CEO for kind information.
- 4 Dy. CSO (HQ)- for information and n.a.
- 5 EE(EDP) for uploading the same on DJB website.
- 6 Consultant (PR)

ASSISTANT COMMISSIONER (GAB)

*EE/EDP*

*programmer J*

*Sharma*  
27/3/15

*Sharma*  
30.2.15

