

DELHI JAL BOARD
OFFICE OF THE DIRECTOR(REVENUE)
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI

Office Order NO. 31

Dated: 07.05.2015

Subject:- Revised Delegation of Powers in respect of revenue matter –reg.

In supersession of earlier Office order No. 125 dated 17.07.2014 on the subject cited above, the delegation of powers of Dy. Directors (Revenue) in respect of deletions has been revised as under:-

S.No.	Designation of officer	Existing financial power for deletion cases	Revised financial power for deletion cases
(i)	Director (Revenue)	Full Powers	Full Powers
(ii)	Jt. Directors (Revenue)	(i) Upto Rs.2,00,000/- (Rs.Two lac only) in case of connections other than Govt. Department.	No Change
		(ii) Full powers in case of Govt. connections.	
(iii)	Dy. Directors (Revenue)	Upto Rs. 50,000/-(Rs. Fifty thousand only)	(i) Upto Rs.2,00,000/-(Rs.Two lac only) in case of connections other than Govt. Department.
			(ii) Full powers in case of Govt. connections.
(iv)	EE(W/S/R)	Upto Rs. 50,000/-(Rs. Fifty thousand only)	No change
(v)	Zonal Revenue Officers	Upto Rs. 15,000/- (Rs. Fifteen thousand only)	No change

1. No official should disclose their Password to anyone. For all actions by the use of ID of the official only he/she will be held responsible and no excuse of any kind will be accepted in any case. User Groups as well as ZROs should change their password on frequent intervals atleast every week. All concerned officers exercising the power of deletion may ensure that no misuse should takes place.

2. User should use the system for their roles but should not cross their delegated power. Further, deletion amount should not be broken to avoid getting approval at the higher level.

3. No person other than the DJB official should be allowed to access the system.

4. In case of rectification of bills requiring deletion on account of wrong reading, JD's/DD's/ZRO's should ensure that the case is not of intentional mistake or where regular wrong reading cases are being received from an area Meter Reader, then action against defaulting official should be taken by the concerned official affecting/recommending deletion before case is cleared/recommended. Similarly, special



Asst. Dir. Revenue
Programmer I

6. In case of adjustments for payments through cheques/G-8 receipts, concerned officer effecting deletion should ensure that cheque is honored and or payment through G-8 has been actually received/credited in cash book in the name of RC. Adequate safeguards be ensured to rule out any possibility of misuse.
7. JDs/DDs/ZROs office is required to maintain upto date data of deletion cases approved and effected by them in the RMS. Proper Deletion Register indicating name of consumer, New KNO, nature of grievance settled, amount deleted, authority and ID vide which deletion has approved may be maintained.
8. In case, any suspicious entry, modifications in the account of consumers is noted by zonal staff, it should be immediately reported to their ZRO/DD/JD/DOR/Concerned Group Head at Headquarters.
9. Since these deletion / late posting cases have larger financial implications, as such , all concerned officers are directed to check the adjustments reports regularly in RMS system given through their IDs to avoid any fraud adjustment/deletion through their IDs.

This issues with the approval of the competent authority.

EE (EDP)

No. DJB/DOR/Delegation/2015/ ~~459~~ 4492


Amlt Satija
Director (Revenue)

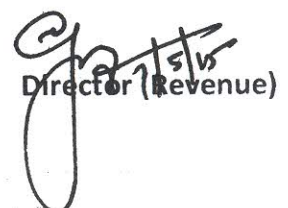
Dated: 07.05.2015

Copy for information and necessary action to:-

1. All Jt. Directors(Revenue)
2. All EEs(W/S/R)/All Dy. Directors(Revenue/Enf.)
3. All ZROs
4. All Concerned AAOs
5. AO(R)/AAO(R)
6. EE(EDP): for uploading on DJB website.
7. Guard File./Office Order Book.

Copy for kind information to:-

1. Vice Chairman.
2. Secy. to CEO for kind information of the CEO
3. All Members
4. All Chief Engineer(Maint.)
5. All Directors.
6. All SEs(Maint.)
7. Jt. Director(F&A)-II
8. All Dy. Directors(F&A)


Director (Revenue)