

DELHI JAL BOARD: GOVT. OF NCT OF DELHI
VIGILANCE DEPARTMENT
VARUNALYA PHASE-II, KAROL BAGH, NEW DELHI-110005

कोरोना से बचें : हाथ धोयें, मास्क पहनें एवं 6 फीट की दूरी का पालन करें

No. DJB/VIG/AO/M-11/2020/ 64243

Dated : 23/12/20

INSTRUCTIONAL ORDER

Sub : Reg. details of signatory on official noting/correspondence.

It has been observed that Dealing Assistants/Supervisory staff/Senior officers in various offices do not write their names and date with their signatures while making correspondence with higher authorities of Department, issuing NITs/No Demand Certificates etc. as well as in the noting made by them in the files.

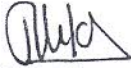
The above irregularity is not only a violation of Manual of Office Procedure and instructions issued earlier on the subject vide Member (A)'s order dated 23.08.2012 but also causes difficulty in contacting the official/officer concerned during the investigation in any vigilance/administrative matter.


Therefore, all the DDOs/Controlling Officers are directed to give wide publicity to this Instructional Order among all the staff members working under them and ensure that each official/officer append signatures with his/her name, designation and date invariably in all the noting/correspondence etc. Any case of negligence in this regard shall be viewed seriously and appropriate disciplinary action against the defaulting official/officer may be initiated.

This issues with the approval of competent authority.

EE EDP

All DDOs/Controlling Officers


(R.K. Lakhera)
Suptdg. Engineer (Vig.)


A.E. (EDP)
24-12-2020
A.E. (EDP)



Copy to

1. PS to CEO(DJB) : For kind information of CEO (DJB)
2. PS to CVO : For kind information of CVO
2. PSs to Member (A)/(Fin.)/(WS)/(Dr.)/Addl. CEO
3. All Chief Engineers/Superintending Engineers
4. All Directors/Jt. Directors/ACs/Dy. Directors/Consultants/Medical Officers/CSO
5. All AOs/ZROs
5. EE (EDP) : With the request to upload this Instructional Order on DJB website.
6. AO (L&E) : For records.


Suptdg. Engineer (Vig.)