



DELHI JAL BOARD, GOVERNMENT OF N.C.T. OF DELHI  
OFFICE OF THE ASSISTANT COMMISSIONER (L&E)  
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI-110005  
Ph. No. 011-23521266, E-mail:-acle309@gmail.com

No. DJB/AC (L&E)/2021/ 58552

Dated:- 17-12-21

**INSTRUCTIONAL ORDER**

Some recent incidents like unauthorised occupation of Delhi Jal Board land in STP plant at Dwarka by fruit vendors has come to the notice of Delhi Jal Board Headquarters by sources other than the Estate Manager concerned. Cases of encroachment are also reported on STF website/ portal. This office is receiving complaints on PGMS/ CM Portal /LG Portal / E-mail etc. regarding encroachment of DJB Land.

Every Government Department is required to maintain its Land properly, free from encroachment with regular monitoring over it, therefore, to ensure proper maintenance of DJB Land, duties and responsibilities assigned to designated Estate Managers were circulated vide Director (A&P)'s circular no DJB/AC(L&E)/F-118/2003/86200-86315 & 86935-86970 dated 05/09/2003. These instructions were reiterated from time to time by the office of AC(L&E) and Dir (A&P) on dated 01/11/2012 and 20/05/2014 respectively but it has been observed that Estate Managers are not following the instructions issued by Dir (A&P) vide circular dated 05/09/2003, 28/10/2010 and they are not sending regular monthly report regarding status of land in prescribed Performa by the 5<sup>th</sup> day of every month.

Therefore all the Estate Managers are directed to abide by the instructions issued on dated 05/09/2003, 07/07/2007, 28/10/2012, 21/05/2014, 03/07/2020 and 22/09/2021 and send the required information by 5<sup>th</sup> of each month. In case of any threat or attempt of encroachment, steps have to be taken by the concerned division/Estate Managers

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Addl. Chief Engineer (Project)-I,  
EDP Cell, Delhi Jal Board, GNCTD  
Dy. No. 2557 dt. 22-12-2021

*[Handwritten signature]*  
Prog-1(EDP)

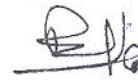
*[Handwritten signature]*  
22-12-2021  
AC(EDP)

promptly. The Estate Managers are responsible to issue show cause notices to the defaulter allottees in the first instance under intimation to the office of AC(L&E).

Dy. Chief Security Officers / Security Officers are also directed to monitor DJB Land by regular patrolling and remove encroachment if any from the DJB Land and submit their report to concerned Estate Manager by 5<sup>th</sup> of every month.

All the Estate Managers must send the monthly report regarding status of land in prescribed Performa by 5<sup>th</sup> day of every month Copy of Performa is enclosed Non-compliance of same and any detection of unauthorised occupation of Delhi Jal Board land will make the concerned Estate Manager liable for action for laxity of duty of protecting government land.

*Encl. As above*



(Virender Singh)  
Assistant Commissioner (L&E)

**All the Estate Managers**  
**Chief Security Officers**  
**Dy. Chief Security Officers**  
**Security Officers**

Copy to information:-

1. CEO,DJB/Member(Admn.)/ Member (WS)/ Member(Dr.)/ Member(Fin.)
2. CVO/Director (Vig)/ Director (A&P)/ Director(F&A)/ Director(Rev.)
3. All Chief Engineers/ SE's
4. LO(Water)



Assistant Commissioner (L&E)

**DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI**  
**OFFICE OF THE ESTATE MANAGER**  
 Division, New Delhi

Annex. D

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Sl. No.	Name of Property/Locality	Total area Sq Mtrs.	Built up Area Sq Mtrs	Vacant Area In Sq Mtrs	Total area of encroachment in sq. Mtrs.	Nature of Encroachment & since when existing	Whether fenced or Boundary Wall Exist	Whether Notice Board of DJB's land displayed (Y/N)	Watch & Ward arrangement (Y/N)	Action Taken Report for removal of encroachment	Achievements for retrieval of encroached land/properties in comparison to previous month	Remarks
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
13.												

To be submitted to AC (J&E) Office by 5th of each month positively.

ESTATE MANAGER  
 (Name & Designation with Seal)

May

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