



"STOP CORONA"

"Wash Your Hands, Wear Mask & Maintain Social Distance"

	DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI OFFICE OF THE ADDITIONAL CHIEF ENGINEER (PROJECT)-1 ELECTRONIC DATA PROCESSING (EDP) CELL, ROOM NO. 614, 6 TH FLOOR, VARUNALAYA, PHASE- II, KAROL BAGH, NEW DELHI- 110005 Tel. No: 011-23620933; E-MAIL: eedp.djb@nic.in	
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No.DJB/EE(EDP)/2022-23/34

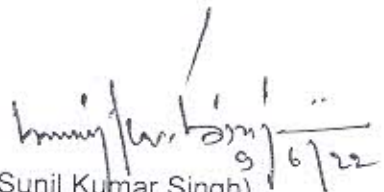
Date: 09.06.2022

OFFICE ORDER NO. 03(2022-23)

Subject: Arrangement of internal works/duties of EDP Staff.

Name/Designation	Supporting Staff	Supporting Technical Staff	Work Assigned	
Sh. Ashok Kumar, Exec. Engineer	—	Sh. Sanjay Vishwasakarma	e-tendering; DJB Website; e-Office; e-RTI; GeM	
		—	All Procurement	
	Sh. Rahul, Assistant Engineer	Sh. Rajat, JE-I	Sh. Vivek Srivastava & Sh. Vikas Chauhan	Accounting Software
			—	Fixed Assets Register (FAR)
		Sh. Sujay Kumar, JE-II	Sh. Parveen James & Sh. Vikas Chauhan	Maintenance and revamping of Networking at DJB HQ
			—	Imprest of EDP Cell
	—	—	Sh. Parveen James & Sh. Vikas Chauhan	All CCTVs in DJB HQ
			—	Biometric
	—	—	—	Old Material Management
	—	—	Sh. Naushad Ahmad; Sh. Sanjay Vishwasakarma; Sh. Vivek Srivastava	Old ERP; IFMS; GPMS

All concerned are hereby directed to comply with the above instructions immediately. Time to time additional work will be entrusted to any staff. All are directed to handover/ takeover the charges immediately.


(Sunil Kumar Singh)
Addl. Chief Engineer (P)-I

All Concerned