

OFFICE OF THE DEPUTY DIRECTOR (L&E)
DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI
Ph No. 011-23510241, E-Mail:- acle309@gmail.com

F.No. DJB/DD/L&E /2023/

29896

Dated: 23-8-23

Office ORDER No. 176

A special cleaning and greening drive is to be undertaken in all DJB premises/ offices this week to ensure clean and healthy environment in the DJB offices/ premises under supervision of respective Members as per following details:

Member (Admn)	DJB Headquarter Campus and other office campuses.
Member (Water Supply)	All Water Treatment Plant premises and related areas.
Member (Drainage)	All Sewage Treatment Plant premises and related areas.

All Estate Managers/ respective ACEs are hereby directed to organize a special drive for cleanliness and greenery in the respective offices/ DJB premises under their control including dispensaries and Zonal Revenue Offices, which may include among other measures the following:-

- (ii) Cleaning and weeding out old records in the offices as per DoPT record retention schedule and other extant provisions.

(Action to be taken by: All HOOs)

- (iii) Cleaning and disposing of the condemned/ unserviceable furniture in the offices as per extant guidelines and provisions.

(Action to be taken by: Dy. Director, GAB/EE/HOO concerned)

- (iv) Condemnation of old and unusable Vehicles after following due procedure in observance with relevant rules along with an action plan for disposal of condemned vehicles in near future.

(Action to be taken by: Dy. Director, G-I)

- (v) Condemnation of old and unused Machinery after following due procedure in observance with relevant rules along with an action plan for disposal of condemned machinery in near future.

(Action to be taken by: ACE/EE concerned)

- (vi) Measures for greenery and beautification in offices such as placing indoor and floral plants at suitable places, undertaking plantation at suitable places at all locations


(Action to be taken by: Director, Horticulture)

Addl. Chief Engineer (Project)-I
EDP Cell, Delhi Jal Board, GNCTD
Dy. No. 1719 dt. 23-8-23

EE/EDP

A signed action taken report covering above points may be sent through the Member concerned, latest by 3:00 PM on 31.08.2023 alongwith photographs (2-3 of each location) and videos (before & after) of offices/ campus on acle309@gmail.com for further submission before CEO, DJB.

This issues with the approval of Competent Authority.



23/8/23
(Amit Kumar Singh)
Deputy Director (L&E)

All Estate Managers/ACEs
Delhi Jal Board


Copy to:-

1. PS to CEO, DJB for information.
2. All Members/ Chief Engineers/Directors, DJB.
3. All Joint Directors/ Deputy Directors/ Ex. Ens/MOIs/ ZROs, DJB.
4. EE (EDP) with the request to upload the order on DJB website.

Prog - I


25/08/2023

RAHUL
Assistant Engineer (EDP)


23/8/23
Deputy Director (L&E)