



DELHI JAL BOARD: GOVT. OF NCT OF DELHI
OFFICE OF DY. DIRECTOR(W)
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F.No. DJB/DD (W)/2023/ 3112

Dated: 01.09.2023

INSTRUCTIONAL ORDER

It has been observed that despite instructions issued from time to time some DDOs/Branch Incharge/dealing hand/Dispatch Staff etc. are not complying with the instructions with respect to file creation and in its true spirit. Part files on the same subject are being opened frequently and often several files on the same subject are being produced paralely.

In this regard, the following instructions shall be observed for strict compliance by all concerned with immediate effect:-

1. Each section should maintain proper file Head Register.
2. Each file must bear a proper File number.
3. File number should contain standard head/sub-head/year/Branch name abbreviation.
4. Files without proper file numbering should not be accepted.
5. File title should be brief and correctly labelled.
6. No separate file should be created for small components of a main subject.
7. New file should be opened for a distinct subject wherein no other file exists.
8. Notes and correspondence should be properly paginated.
9. Open new volume only when a file becomes too bulky and has been properly closed.
10. Files should not contain any loose papers.
11. Part file should be opened only where absolutely necessary & urgent. File movement of linked file should also be recorded.
12. Part file should be merged with the main file as soon as the main file is received.
13. File movement should be noted/recorded on e-office.
14. File given by hand by officers should be brought to notice of diarist so that proper record of its movement can be maintained.
15. Multiple files on same subjects like those of TA/DA/ reimbursement cases/OTA/medical in respect of same individual must not be opened.

1798 04-09-23 EE EDP

These instructions will apply to all FTS related files also.

This issues with the approval of the Competent Authority.



(VIRENDER SINGH)
DEPUTY DIRECTOR (W)

All DDOs/Controlling Officers

Copy for kind information to:

1. C.E.O./Member (Admn.)/(Fin.)/(WS)/(DR.)/CVO
2. All Directors/Addl. CEO/Secretary, DJB
3. All Chief Engineers /All ACEs
4. All Jt. Directors/ All DDs /CSO
5. EE (EDP)-with the request to upload the same on the website of DJB.



DEPUTY DIRECTOR (W)

Prog-I — 
04/09/2023

RAHUL
Assistant Engineer (EDP)