



DELHI JAL BOARD
GOVERNMENT OF NCT OF DELHI
OFFICE OF THE DEPUTY DIRECTOR(T)
VARUNALAYA, PHASE-II, KAROL BAGH, NEW DELHI-110005.
PHONE No. 011- 23510241

OFFICE ORDER No. 100

It has been observed that whenever any transfer takes place, the outgoing engineers (EEs/AEs/JEs) join their new place of posting without properly handing over the charge to the incumbent who is left to fend for himself/herself at the new place of posting. This creates avoidable disruption in the smooth transition resulting in demands for continuation of existing personnel.

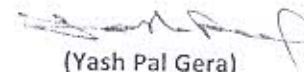
In order to avoid such a scenario, it is hereby ordered that upon transfer, the outgoing officer shall hand over proper charge to the incumbent in writing including complete debriefing of his/her assignment. The handing over would, inter-alia, include the following:-

1. Detailed Area Map showing:-
 - (i) Water and Sewer lines
 - (ii) All vital installation
 - (iii) Sources of water supply
 - (iv) Outfall of sewer lines
 - (v) Tube Wells
 - (vi) Location of ongoing works
2. Problem areas
3. All pending court cases
4. Other important /urgent issues which need to be taken care of on priority

In case such map is not readily available, the same shall be prepared by the transferred officer in maximum one week and further briefed to the incumbent, thereby ensuring that the overall transition does not take more than two weeks.

However, in future such map shall be kept handy to ensure that transition on transfer does not take more than a week's time.

This issues with the approval of the Competent Authority.


(Yash Pal Gera)
DEPUTY DIRECTOR (T)
Dated: 14.09.2023

F. No. 471/DJB/DD(T)/Trf. AE/JE(Civil)/2023 **38891**

Copy for information to:-

1. OSD to Chairman/Vice-Chairman, DJB.
2. P.S. to CEO for information please.
3. Member (Admn.)/Member(WS)/(Dr.)/Fin./CVO
4. Director (A&P)/(F&A)/All CEs(Civil)/All ACEs(Civil)/All DDOs concerned.
5. ~~EE(EDP): to update on DJB website.~~
6. Individual concerned
7. AAOs concerned
8. Office Order Register

Pragati


18-09-2023
Ashok Kumar
Executive Engineer (EDP)


DEPUTY DIRECTOR (T)

Addl. Chief Engineer (Project)-I
EDP Cell, Delhi Jal Board, GNCTD
Dy. No. 1921 of 18-09-23