
	DELHI JAL BOARD: GOVT. OF NCT OF DELHI OFFICE OF THE DEPUTY DIRECTOR (D) VARUNALAYA PHASE-II: KAROL BAGH NEW DELHI-110005	
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Office Order No. 02 (Min.)

Dated: 05.01.2024

The Competent Authority is pleased to order following allocation of work in respect of different branches/sections in Administrative Wing of DJB, with immediate effect:-

Sl. No.	Name of Branch	Cadres assigned
1	Technical (T)	All Engineering/Draftsman/Foreman Cadre.
2	Distribution (D)	Administrative Cadre & Ministerial Staff, Accounts, MOI & Paramedical Staff, PA/Steno Cadre, Legal Cadre, Contractual IT Staff including Computer Operators.
3	Bulk (B)	Laboratory Cadre (All Posts), Security (All Posts), Horticulture (All Posts), Receptionist cum Telephone/Wireless Operator, Filter Supervisor.
4	General-I (G-I)	Vehicle Driver, Fitter, Electrician, Pump Driver, Shift In-charge, Chowkidar, Meter Mechanic/ Repairer.
5	General-II (G-II)	Sanitation & Sewer Staff including ASI/SI, Safai Karamchari, SCM Driver & SG-Mate etc., all Beldars/ Field Assistants, and all redundant posts/ Dying Cadres dealt in different branches of administration.

Further, to implement the administrative re-structuring in right earnest, following administrative changes in procedure shall also be undertaken: -

- (i) Irrespective of the new branch assigned for dealing with service matters of a category, the employees/ categories who are entitled for overtime allowance as per Factories Act vide AC(B) letter No. 056/DJB/AC(B)/Operation staff-OTA/2021/1076 dated 06.05.2022, shall continue to draw the said benefits.
- (ii) Consequent to restructuring the ACRs, IC/VC and other performance reports will be processed by the newly assigned branch in-charges.

- (iii) Similarly, in the Departmental Promotion/Screening Committees, the Member Secretary will be automatically substituted by the new branch head/DD without requiring any fresh changes to DPC/DSC structures.
- (iv) The Court Cases, RTI matters, matters dealing with various Commissions and Complaints etc. related to the posts will be dealt by the new branch head/DD.
- (v) The respective branch in-charges who have been allocated all the posts of a particular cadre will take necessary steps for preparing joint seniority of the post.

Cheshta Yadav
(Cheshta Yadav) 5/01/24
DIRECTOR (A&P)

No. DJB/DD (D)/17/2023- 1389

Dated: 05.01.2024

Copy to:-

1. PS to Chairman/Vice Chairman- for information.
2. PS to CEO - for information.
3. Member (A)/Member (F)/Member (Dr.)/Member (WS)/CVO- for information.
4. All Directors/ Secy. DJB/All CE/SEs/ All Jt. Directors/All Dy. Directors.
5. All DDOs.
6. EE (EDP) for uploading Official Website of DJB.



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Cheshta Yadav
DIRECTOR (A&P) 5/01/24