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CONFIDENTIAL

**OFFICE OF THE DIRECTOR OF VIGILANCE
DELHI JAL BOARD, GOVT. OF N.C.T. OF DELHI
VARUANALAYA PHASE-II: JHANDEWALAN: NEW DELHI.**

No. DJB/DOV/2009/ 991

Dated: 13/2/09

Subject: Checking on attendance of Tube-well Operators.

With reference to letter No. DJB/CEO/2009/2761 dated 13.01.2009 on the cited subject; the following mechanism has been devised for ensuring the proper functioning of Tube-well vis-à-vis checking on attendance of Tube-well operators:

1. At every Tube-well strata Chart must be displayed which should include Tube-well identification number, name of operator, schedule of water supply, engineering details i.e bore depth, pipe diameter, pump's head/discharge/efficiency/duty-point/shut-off rate/stages/power/r.p.m. and make for its routine as well as preventive maintenance point of view.
2. The JE concerned is required to inspect the Tube-wells atleast once in a month, AE in every two months and Ex. Engineer once in three months. That must be included with odd hours checking including the morning or evening hours of supply by the all concerned in order to maintain a proper check and balance.
3. Log Book containing details such as duration of pumping, current/voltage reading and power failure must be furnished by the operator on daily basis and officer in-charge shall also have to

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record his observations. The log book shall be furnished as per the proforma enclosed (**Annexure-I**).

4. The concerned division while awarding the work of RMO to the firm shall ask to provide the schedule of deployment, name and I.D proof of deployed personnel, residential proof besides monthly wages register at the time of release of payment.
5. PLC based Timer compatible with the starter and Biometric system can be used at the Tube-well for automatic switching and attendance purpose wherever possible or practicable.
6. Daily pumping report is required to be furnished in the office of Member (WS) by the concerned division as the said report shall form the required data and also be useful basis of vigilance checking as and when carried out.

7c 12/11/2015
DIRECTOR (VIGILANCE)

SECRETARY TO CEO

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ANNEXURE-I**LOG BOOK****TUBEWELL NO.****Date:**

(1) Pumping duration		(2) Total running hours	(3) Voltage reading	(4) Current reading	(5) Energy meter reading	(6) Power factor reading	(7) Power failure timings	(8) Remarks
On time	Off time							

Attendance

SHIFT-A	SHIFT-B	SHIFT-C