



**DELHI JAL BOARD
GOVERNMENT OF NCT OF DELHI
OFFICE OF THE DIRECTOR (A&P)
VARUNALAYA, PHASE-II, KAROL BAGH,
NEW DELHI-110005**



No. Director(A&P)/Order/2026/ 12582

Date: 18.03.2026

Instructional Order

Subject: Guidelines for Effective Manpower Monitoring & Field Inspections.

It has been observed that staff deployed across various Delhi Jal Board (DJB) field offices are not being utilized to their full potential, such underutilization results in organizational loss and indicates a lapse in oversight by Reporting and Supervising Officers.

To ensure optimum productivity and accountability, the Competent Authority has directed the following instructions for immediate compliance:

All Joint and Deputy Directors (Administration/Revenue) shall conduct a minimum of two (02) surprise visits per month to various DJB offices and installations on a random basis.

During these visits, the inspecting officer must verify the following:

- Attendance & Punctuality: Verification of physical presence against the Roster.
- Record Maintenance: Ensuring attendance and movement registers are updated and accurate.
- Work Allocation: Confirming that tasks are distributed according to established norms.
- Resource Optimization: Assessing if manpower is being used efficiently as per DJB guidelines.
- Assets & Installation Maintenance: Evaluating the general upkeep of the building, ensuring a high standard of cleanliness and hygiene at all workstations and common areas.

The inspecting officer must record their observations and comments directly in the Inspection Register/official records. All entries must be signed to ensure accountability and follow-up compliance.

Director (IT)
Delhi Jal Board, GNCTD

638

6/4/26 E(IT)

SE/IT
2/3/26

Chief Engineer (IT)
Delhi Jal Board, GNCTD

Dy. No. 195 dt 23/03/2026

D.O. (IT)
6/4

Chief Estate Officer
Delhi Jal Board

Diary No. 156.....
Date 06/04/26.....

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Inspecting officers shall maintain a formal record of all visits. To ensure transparency, live locations and site photographs must be shared in the "DJB Officials" WhatsApp group during the inspection.

Any irregularities or lapses identified during inspection must be reported immediately to the undersigned, accompanied by specific recommendations for disciplinary or corrective action.

All concerned officers are directed to adhere to these instructions. Any instance of non-compliance will be viewed seriously and may lead to administrative action.


(Manoj Kumar)
Director (A&P)

**All Joint/ Deputy Directors
(Admin./ Revenue)**

Copy to:-

1. PS to Member(A): For kind information.
2. All Directors
3. All CE/SE/EE
4. All JD/DD/ZRO.


Director (A&P)