DELHI JAL BOARD: GOVT. OF NCT OF DELHI
OFFICE OF THE JT. DIRECTOR(ADMIN)
WATER & COORDINATION BRANCH)
VARUNALAYA PHASE-II
KAROL BAGH, NEW DELHI-110005
PHONE:- 011-23544796
E-mail:- se.water22@yahoo.co.in

F. No. DJB/Jt.Dir(Admin)/2026/ 32463 Dated: 05.09.2026

Subject: - Forwarding Circular(s)/letters(s).

The following letter(s)/reference(s) as mentioned hereunder are hereby circulated for information and further necessary action at the end of Concerned Office/Authority.

S.N	Name of Department	Reference No./Circular	Subject
1	Joint Secretary(GAD), General Administration Department.	F.No.GAD-A034/3/2024-Admin-GAD/35444 dated 02.09.2026.	Regarding mandatory wearing/display of Identity cards by all officers/ officials of GNCTD.

Encl: As above.

(Naresh Kumar)
Jt. Director (Admin)

All Member's/C.V.O/Addl.CEO/
Secretary, DJB/ All Directors/All CEs/
Jt. Directors/ All Dy. Directors.

Copy for information to:-

1. Joint Secretary(GAD), Govt. of NCT of Delhi General Administration Department, Delhi Secretariat.
2. P.S to CEO, DJB.
3. P.S to Chairman/ Vice Chairman.
4. Chief Security Officer, DJB for providing lanyard with ID card holder for officials.
5. DD(IT)- with the request to upload the same on the website of DJB.

Office of the S.E. (IT)
Delhi Jal Board
Diary No. 231
Dt. 22/9/2026

Jt. Director (Admin)

CE(IT.)

09/09/26

Chief Engineer (IT)
Delhi Jal Board, GNCTD
Dy. No. CC2 8/9/26

Dy. Director (IT)
Delhi Jal Board, GNCTD
Dy. No. 1668 dt. 22/9/26

SE(IT)

DD(I.T) 1818

23/9/2026

GOVERNMENT OF N.C.T. OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
LEVEL-II, A WING, DELHI SECRETARIAT
NEW DELHI-110002

F.No. GAD-A034/3/2024-Admin-GAD/ 35444 Dated: 02/09/2026

CIRCULAR

Subject: Mandatory wearing/display of Identity Cards by all Officers/Officials of GNCTD

It has been observed that some Officers/Officials of the Government of N.C.T. of Delhi are not wearing/displaying their official Identity Cards while attending office.

In order to ensure proper identification of Officers/Officials and to maintain discipline and security, it is directed that all Officers/Officials of all Departments of the Government of N.C.T. of Delhi shall compulsorily wear/display their valid official Identity Cards during office hours. The Identity Card should be worn in such a manner that it remains clearly visible for the purpose of identification.

Officers/Officials who have not been issued an Identity Card, or whose Identity Card has been lost, damaged or requires replacement/renewal, shall immediately bring the matter to the notice of the concerned Department/Branch/Section for taking necessary action.

All Heads of Departments/Head of Offices and Branch Officers/Section In-charges shall ensure strict compliance with the above instructions by the Officers/Officials working under their respective control.

Any lapse in compliance with these instructions shall be viewed seriously.

This is issued with the prior approval of the Competent Authority.

Pradeep T 02/9/2026
(Pradeep Tayal)
Joint Secretary (GAD)

F.No. GAD-A034/3/2024-Admin-GAD/ 35444 **Dated:** 02/09/2026

Copy to:-

1. Secretary(s) to Hon'ble Chief Minister, Delhi Sectt. New Delhi.
2. Secretaries to all Hon'ble Ministers, Delhi Sectt, New Delhi.
3. All Additional Chief Secretaries/Principal Secretaries/Secretaries, New Delhi-with the request to bring the contents of this circular to the knowledge of the officers & officials working in their departments.
4. Staff Officer to Chief Secretary, Delhi, Delhi Sectt. New Delhi.
5. P.S. to Additional Chief Secretary (GAD), Delhi Sectt. New Delhi.
6. Guard file.