



DELHI JAL BOARD: GOVERNMENT OF NCT OF DELHI
OFFICE OF DEPUTY DIRECTOR (WMC)
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No. DJB/DD (WMC) /ATR/Advisory/2026/D- 13314

Dated: 20.03.2026

Advisory

Subject:- Submission of proper Action Taken Reports with in time.

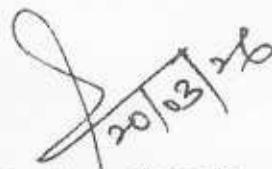
It has been observed with serious concern that the submission of Action Taken Report (ATRs) related to VIP references are either delayed beyond the prescribed timelines or ATR submitted partially or not addressed to all stakeholders etc.

To streamline the process and avoid lapses all concerned officers/officials are hereby directed to strictly adhere to the following compliance framework;

3. Action Taken Report must be specific, precise, properly justified & substantive means clearly indicating the action taken or present status against each point/matter. Vague statements such as "being look into", "under Process" should be avoided. If a task is incomplete or under process, then a clear tentative date of completion of work must be mentioned.
4. The ATR must be addressed to the applicant along with copy to all stakeholders citing all requisite references for proper scrutiny & disposal of VIP reference.

The consistent failure to submit proper ATR on time will be viewed as a dereliction of official duty. In case where delay lead to an adverse report from the Higher Authority, the responsibility will be fixed of the concerned erring officer/official.

All SE/EE
All JD/DD/ZRO


(Pardeep Kumar)
Deputy Director

Dy. Director (IT)
Delhi Jal Board, GNCTD

Dy. No. 588 dt 25/03

D.D (IT)

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