OFFICE OF THE MEMBER (ADMINISTRATION)
DELHI JAL BOARD
GOVT. OF NCT OF DELHI
VARUNALAYA PHASE-II
KAROL BAGH, DELHI

NO. DJB/ DD(Law) /2026/ 32979 DATED: 09/09/2026

INSTRUCTIONAL ORDER

Subject: Appointment of Pairvi Officers in Divisional/Revenue/Administrative Offices for Monitoring of Court Cases and Submission of Performance/Status of Appointed Advocates

It has been observed that a large number of Court cases pertaining to various Divisional Offices, Revenue Offices and Administrative Wings of Delhi Jal Board are pending before different Courts, Tribunals, Forums and Commissions. Proper monitoring, timely follow-up and effective coordination in such matters are essential for safeguarding the interest of the Delhi Jal Board.

In this regard, an Instructional Order bearing No. **DJB/Addl. CEO/2026/18403 dated 31.05.2026** was already issued regarding appointment of Pairvi Officers for monitoring of Court cases. The said directions are hereby **re-issued/reiterated for strict compliance** by all concerned offices.

Accordingly, the following instructions shall be followed strictly by all divisions/ concerned office etc.

1. Appointment of Pairvi Officer

All Heads of Offices (HOOs) shall mandatorily appoint a Pairvi Officer in their respective Divisional Offices, Revenue Offices, and Administrative Wings where court cases are pending.

The officer shall be selected based on their capability, knowledge, and suitability for handling court matters.

2. Roles & Responsibilities

The designated Pairvi Officer shall:

a) Maintain a complete and updated record of all court cases pertaining to their office.
b) Ensure regular monitoring and follow-up of all pending cases.
c) Provide timely instructions, para-wise comments duly signed by the Nodal officer/ HOO to the Contesting Counsel. The signing authority before the various Court/ Forums/ Tribunal has already been circulated as per circular dt. 22/10/2024.
d) Ensure timely compliance of court orders/directions.
e) Coordinate effectively with the Law Office and appointed Advocates.
f) Appearance of Pairvi officer before the court on every date of hearing in the case assigned to him.
g) Avoid any delay that may adversely affect the interest of Delhi Jal Board.

DD (IT)
Dy. Director (IT)
Delhi Jal Board, GNCTD
Dy. No. 1619 dt 16/9/26

Prog-1 16/09

3. Handover of Charge

In case of transfer or change of posting, the outgoing Pairvi Officer shall mandatorily hand over complete charge of all court cases, along with records and status, to the successor officer

In case of restructuring/merger of divisions, the concerned HOO shall ensure proper transfer of all case records to the successor office.

5. Responsibility for Monitoring of Cases

It is reiterated that the **primary responsibility for monitoring and follow-up of the cases pertaining to a particular Division/Office shall rest with the concerned office division through its designated Pairvi Officer under the supervision of respective HOO/Nodal Officer/signing authority.**

The concerned Pairvi Officer shall ensure that all relevant facts, records, instructions and documents are duly made available to the appointed Advocate for effective representation of the Department

4. Contact Details & Communication

All HOOs shall ensure that updated contact details (mobile number & email ID) of the Pairvi Officer are maintained and shared with the Law Office and Contesting Counsels.

Any change in contact details of HOO and Pairvi Officer shall be immediately intimated to the Law Office as well as concerned Advocates

Any lapse in monitoring, non-compliance of court directions, or failure to provide timely instructions shall be viewed seriously, and responsibility shall be fixed accordingly.

5. Compliance with Court Directions

The concerned Pairvi Officer shall ensure that all directions/orders passed by the Courts/Tribunals/Forums are brought to the notice of the concerned officers and that necessary action for compliance is taken within the prescribed time.

Any lapse in monitoring, non-compliance with Court directions or failure to provide timely instructions/documents shall be viewed seriously and responsibility shall be fixed accordingly

6. Submission of Performance/Status of Appointed Advocates

In accordance with the directions emphasized during the recent review meeting by the worthy CEO, DJB the concerned Pairvi Officers shall periodically submit on monthly basis on 1st of every month, the performance/status of the appointed Advocates through the respective Nodal Officers for proper monitoring and further necessary action, wherever required.

The performance/status of the appointed Advocates shall be assessed/reported, inter alia, on the following criteria/points:

i. Appearance in the matter assigned;

ii. Promptness and responsiveness in dealing with the matter;

iii. Communication skills and preparedness with the case;

iv. Interaction/experience with the Panel Advocate; and

v. Dissemination of important information regarding compliance, etc.

Strict compliance with the above instructions shall be ensured. Any instance of non-compliance will be viewed seriously and dealt with accordingly.

9/9/21

(Ms. Swetika Sachan, IAS)
Member (Administration), DJB

Copy to : -

1. CEO, DJB - for kind information.
2. Member (F)- for kind information
3. CE(Nodal) Water/ Drainage
4. Director (A&P)/ (F&A)/ Vigilance/ Revenue
5. All CEs/ SEs (Civil/ E&M)
6. All Dy. Directors/ EEs (Civil/ E&M)/ All ZROs
7. All DDOs
8. Officer copy

9/9/21

(Ms. Swetika Sachan, IAS)
Member (Administration), DJB