Delhi Jal Board
Office of the Director (Finance & Accounts)
Varunalaya, Phase-II, Karol Bagh, New Delhi-110005

No: DJB/ Dir (F&A)/ Pension Sanction/ 2025-26/ 3617 Dated:- 9-9-26

INSTRUCTIONAL ORDER

It is observed that Death cases of the employees are not being submitted by the concerned DDO to AO (Pension) Sanction in time. As a result of this undue delay in settlement of terminal benefits and family and other dues, this is putting immense hardship to the families of the deceased employees. Although instructions have been issued from time to time by concerned authorities in this regard, it is seen that compliance is still lacking at the level of DDOs.

In order to bring accountability and to ensure timely settlement twice in a year i.e. in January and July, it is directed that a certificate of 'Nil Pendency' to be submitted to AO(Pension) Sanction in the following format:

'Certified that there is no death case pending with the division prior to January 2026. In case, any case found pending subsequently, I shall be solely responsible for the delay".

Signature of DDO with Stamp

All DDOs are once again directed to ensure that Death cases, complete in all respect, are forwarded to AO (Pension Sanction) within 6 months from the date of the receipt of application from the dependent of the deceased employee, so that terminal benefits of the bereaved family can be finalized without delay.

B) Timeline for submission

The above certificate shall be submitted by the DDO within a period of one month of issue of this order. Failure to adhere to the above timelines shall be viewed seriously and strict action will be initiated against the defaulting DDOs as per rules.

(RAVINDER KUMAR)
Director (F&A)

Dy. Director (IT)
Delhi Jal Board, GNCTD
Dy. No. 1658 dt 22/9/26

All DDOs
Copy to:-

1. Member (Finance) for kind information please.
2. Jt. Director (F&A)
3. Dy. Director (IT) arrange to upload on DJB site.

Office of the S.E. (IT)
Delhi Jal Board
Diary No. 219
Date 22/9/2026

(RAVINDER KUMAR)
Director (F&A)

Chief Engineer (IT)
Delhi Jal Board, GNCTD
Dy. No. 670 dt 16/9/26

SE(IT)
17/9/26

23/9/26 DD(IT)