



DELHI JAL BOARD: GOVT. OF NCT OF DELHI
OFFICE OF THE CHIEF ENGINEER(IT)
ROOM NO. 601: 6th FLOOR: VARUNALAYA PH-II
JHANDEWALAN: KAROL BAGH: NEW DELHI-110005

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आज़ादी का
अमृत महोत्सव

No: DJB/CE(IT)/2025/880

CE(WW)-II

Instructional Order

Dated: 18/08/25.

Sub: Implementation of e-Office in DJB.

The e-Office system is well established in Delhi Jal Board. It is fully implemented in all offices of Delhi Jal Board with effect from 25.06.2025 onwards. Instructional Order of Member (Administration) dated 11.06.2025, Circular dated 18.06.2025 of CE(IT), further Circular dated 23.06.2025 of CE(IT) and letter dated 25.06.2025 of DD(IT) have been issued related to the subject matter. It is, hence, reiterated that no physical files or papers shall be received and accepted in any office of Delhi Jal Board on implementation of e-Office, except where expressly exempted by the competent authority.

Guidelines for resolution of issues related to e-Office are already issued from the office of DD(IT) vide dated 25.06.2025 and circulated within the offices of DJB and available on DJB website. This envisages that for the use of e-Office, there is need for creation of new office user ID and this will be facilitated through EDP/DD(IT) cell. At where the NIC network connectivity is unavailable, the e-Office can be operated through Virtual Private Network (VPN). VPN access is allowed for the offices of the rank of JE and above as per the norms of DJB. To avail VPN creation and facility, the office of DD(IT)/EDP may be contacted.

Instances have been seen in the e-Office movement files that many officers/officials are placing links/references of the scanned original file pdf documents in the e-office noting sheet. To ensure complete reference and perusal of the record, it should be placed on the correspondence side of the e-file instead.

Hence, in compliance of the above Instructional Orders, Circulars and reference, all officers are hereby directed to ensure that the e-Office system is fully operationalised in their respective offices and avoid physical file movements.

CE(N)W/Dr.

✓ All CEs/Directors/Secretary

Copy for information to:

1. CEO (DJB)
2. Member(Finance)
3. Addl. CEO



(Ravi Dhanwan)

Member(Administration)

Pl. upload it on
DJB's website.

Sh. Sanjay Vishwakarma, Brg-II

Member(Administration)

PA (JT)
Pl. upload on
Website & MB.
Secy.
18/8/25