

DELHI JAL BOARD
OFFICE OF THE CHIEF ENGINEER (C) I
VARUNALYA PHASE-II; KAROL BAGH; NEW DELHI

3-A

No. FS () CE(C) I/DJB/2003/ 1443

Date: 28.5.2003

Subject: - Instructional Orders for proper up keep of departmental and hired tankers

The circulars/instructions have been issued from time to time for optimum use of the vehicles for supply of water and for keeping proper record of the movement of the vehicles. The circular issued in this regard vide this office letter No. FS (3-A)/DJB/CE (C) I/647 dated 14.2.2001 FS (38)/CE ((C) I/2001/1423-43 dated 6.9.2001 and FS (3-A) CE (C) I/2002 dated 24.4.2002 (copy enclosed) are reiterated for strict compliance.

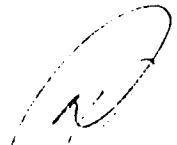
In addition to above following instructions given below are also to be followed strictly.

1. Deployment of mounted tankers and trailer tankers etc. provided at water emergency is fully utilized and effectively deployed.
2. The meters be got installed at every filling points which should be kept under lock and key and daily reading be recorded in the register by JE In charge.
3. SEs/EEs shall carry out the inspection regularly and sign the same in inspection register.
4. Private tankers should be deployed on fixed routes only and optimum utilization of departmental tankers be done.

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6. All efforts shall be made and necessary steps be taken to stop smuggling of water.

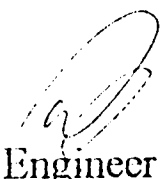

(L.N. Kapoor)
Chief Engineer (C) I

Enclosure: As above

EEs (W&S)
SEs (W&S)

Copy to: -

1. CVO for kind information please.
2. Member (W/S) -do-
3. CE (C) IV/V to circulate among their SEs & EEs please.
4. H/c to CE (C) I to place in relevant file and H/c file.


Chief Engineer (C) I

**DELHI JAL BOARD
OFFICE OF THE CHIEF ENGINEER(C)I
VARUNALAYA PHASE-II, KAROL BAGH
NEW DELHI-110005**

NO.FS(3-A)/CE(C)I/DJB/2002/ 1081-98 Dated 24.4.2002

INSTRUCTIONAL ORDER

Sub: Proper upkeep of Departmental & Hired Water Tankers.

The following instructions be strictly complied with by all officials responsible for proper upkeep of water tankers:-

1. No Depttl. or Hired Water Tanker or storage tank placed in hired MMVs shall be without lid. All such tankers/tanks must be fitted with proper lids adequately secured in position so that there is no leakage or wastage of water. ✓
2. No Depttl. or Hired water tanker shall be without tap. The tap must be properly fixed & ensured in position so that there is no leakage/wastage of water.
3. Proper arrangements of hose pipes, gate valves at all filling points shall be ensured so that there is no wastage of water during filling. Quick/easy operating closing valves be installed so as to ensure that there is no wastage of water once tanker gets filled up.
4. In all operations of filling of tankers/movement of tankers or while distributing water, utmost care be taken to ensure that there is no wastage of precious potable water.

5. No vehicle without proper arrangements of lid, taps etc. as detailed above shall be engaged on hire/taken on duty.
6. All tankers/storage tanks in MMVs be regularly cleaned and disinfected on every morning before tanking out on first trip. Checking of presence of residual chlorine (at least 0.5ppm) and clarity of water be invariably got done before dispatch of any water tanker.

Non compliance of any of the above instructions shall be viewed very seriously and action for dereliction of duty shall be taken against the official concerned.


Copy of these instructions must be got acknowledged by all the Junior Engineers, Zonal Engineers and hired truck/tankers operators for strict compliance.


24.4.02
CHIEF ENGINEER(C) I

All EEs(W)
All SEs(W)

Copy to :

1. CEO for kind information please.
2. Member(WS) -do-


24.4.02
CHIEF ENGINEER(C) I

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**DELHI JAL BOARD
OFFICE OF THE CHIEF ENGINEER (C)-I
VARUNALAYA PILASE-II: KAROL BAGH:
NEW DELHI-110005.**

NO. FS (38)/DJB/CE(C)-I/2001- 1423-43 DATED: 6.9.2001

Subject: Instructional Orders for proper functioning of water Emergency/Filling Points and Water Tankers.

Circulars/Instructions have been issued from time to time for optimum use of the vehicles for supply of Water and for keeping proper record and test check by JE/ZE/EEs and SEs concerned.

Following instructions are again reiterated for strict compliance: -

1. A daily deployment programme of hired as well as department vehicles making specified no. of trips shall be prepared so as to ensure delivery of water to the target areas.
2. No. of trips with destination be fixed for each Mounted Tankers/MMVs with the signature of concerned EE/ZE/JE on 1st page of Log Book, proportionate recovery shall be effected for lesser trips made. Any vehicle making lesser trips repeatedly be dis-engaged.
3. It shall be ensured that optimum use of hired vehicles is made and also utmost care is taken to see that the water proposed to be delivered to the target areas actually reaches them by effective supervision and monitoring of tankers deployment and keeping proper record of receipt of water by the beneficiaries. Payment to vehicle operators be made only after proper verification of actual receipt of water by the beneficiaries.
4. Care must be taken for judicious deployment and optimum utilization of all departmental and hired vehicles so that no area is left un-served.

Monitoring of performance at various levels shall be documented and placed on record.

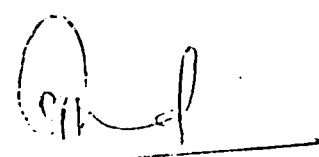
5. Special monitoring shall be ensured for preventing misuse of precious water. If any operator is found selling water or delivering water at other than the specified destination he shall be black listed and Rs. 10,000/- as penalty shall be imposed and recovered from the truck owner's bill.
6. Milometers of the vehicles must be in working order. Vehicle shall be taken on duty only when it's Milometers is in proper working order. Any vehicle found with meter not in working condition or in tempered condition shall be fined Rs. 10,000/- and the vehicle shall be taken on duty only when the meter is in order. All the journeys shall be recorded in the Log Sheet; signatures will be invariably taken for receipt of water supply by the beneficiaries.
7. Specified Performas of Log Book of the vehicle, complaint registers, Movement of vehicles, tanker booking and Master register at filling points have been circulated for using the same, maintained at Water Emergencies/Control Room for their proper functioning.
8. No. of private tankers are to be reduced gradually by examining requirement at each filling point separately.
9. A Board prominently placed at Water Emergency Cell must indicate the No. of hired tankers as well as departmental trailer and tankers. It should also indicate Status of No. of the tankers booked for marriage or other functions etc.datewise. Proper receipt of amount received must be issued.
10. It should be ensured that Telephones installed at Water Emergency should be in working order and complaints are heard properly.

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11. Defective/leaking — tankers be got rectified immediately. No leaking tanker be engaged on hire.
12. There should not be any wastage of water at the filling points as well as during transit. Care must be taken to ensure this by keeping all the filling points and tankers in orders. The staff and the truck drivers be educated to conserve water.
13. Writings such as Delhi Jal Board, Delhi Govt. etc. shall be got defaced while dis-engaging the vehicle. In case of non-compliance, matter be reported to police and payment withheld.

All the instructions must be got noted by all J.Es and officials including those engaged in Water Emergency/at all filling points for strict compliance.

Action will be taken against the individual Official/Officers found not complying with the above instructions.



(G.C. Nandwani)
Chief Engineer (C) I

All S.Es
All Executive Engineers.

DELHI JAL BOARD

OFFICE OF THE CHIEF ENGINEER (C)-I
VARUNALAYA PHASE-II: KAROL BAGH: NEW DELHI-110 005.

DATED 14.02.2001.

No.FS(Sfr)/DJB/CE (C)-I/2001- (47)

INSTRUCTIONAL ORDER

Reg.: Operation of departmental / hired vehicles and tankers :

1. Optimum use of departmental and hired vehicles must be ensured.
2. All efforts be made to ensure that all the departmental Mounted Tankers, Tractors and Trailors are road worthy. Out of order vehicles be promptly got repaired.
3. It must be ensured that there is no water leakage in departmental as well as hired tankers. No leaking hired tanker be taken on duty. Tanker of any zone, if found leaking, shall be viewed seriously and action is liable to be initiated for the lapse against the concerned supervisory official.
4. In order to streamline the booking of water tankers for social functions against payment of circulated charges, a board showing date wise availability of water tankers be fixed in Water Emergency, Control Room / Complaint Centre where these are booked.

Number of tankers booked up-to-date be also shown date wise so as to depict a transparent status position.

Date of Month _____ Year _____

Status of Tanker Booking	1	2	3	4	5	6	
Total number of Tankers available							
Number of tankers booked							

Proper G-8 receipt must be issued promptly for the amount received against booking of water tankers.

5. The Executive Engineer (Water) of all zones shall intimate in writing to all MLAs regarding the number of departmental tankers including Tractor Tankers and number of tankers / trucks on hire operating in their respective constituency. This



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information be updated as and when there is any change in number of vehicles deployed.

6. It is once again reiterated for strict compliance that while disengaging a hired vehicle, it must be ensured that the writings e.g. "Delhi Jal Board", "Delhi Govt." or "Water Emergency Duty" etc. are all defaced so as to prevent its misuse. Complaints with Police be lodged in case any vehicle is found unauthorizedly using the same. Payment be released to such vehicles only after ensuring compliance of instructions.

Sd/-
CHIEF ENGINEER (C)-I

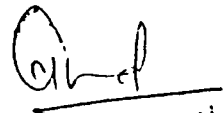
All SEs(W).

All EEs(W).

Copy to :

1. C.E.O.
2. Member(W.S.)
3. Member(Admn. & Finance)

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) for favour of information.
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14.2.2001
CHIEF ENGINEER (C)-I

कलम (प्रमाण)
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दिनांक १६/२/२००१