

Government of NCT of Delhi : Delhi Jal Board
Chief Executive Officer
Varunalaya, Karol Bagh, Delhi

No.DJB/ACEO/A&P/2009

126353

Dated: 22.12.2009


INSRUCTIONAL ORDER

This has reference to Order No. 155 (Min.) dated 08/07/09 (as per Delhi Jal Board resolution No. 1808) regarding posting of Office Superintendents in various maintenance circles and divisions. As per the office order the **Office Superintendent** shall have the powers of **Drawing & Disbursing Officer**. For smooth functioning of the new arrangement, the main responsibilities of the **Office Superintendent** pertaining to personal and service matters of the employees, PGC, Bhagidari, RTI, Court Cases and other administrative matters are detailed as follows:-

1. Retirement/ Terminal dues on superannuation/ cheque presentation on the date of retirement.
2. Sanction of Medical reimbursement/ verification & signature on advance Treatment slips.
3. Details of regular/ MR employees and certification.
4. Payment of salary/ certification of papers etc. /payment of DA/ Bonus /Ex. Gratia/ Dues.
5. Issue of Identity Cards to the employees/ scholarship forms.
6. Communication/ objection regarding seniority list.
7. Communication with Administration on various issues pertaining to DDO.
8. Attendance/ permission to employees to go to Head Quarter.
9. Regarding quarter allotment, request of transfer, appointment on compassionate grounds, seni
10. Distribution of livery etc. / stitch allowance.
11. Sanction of reimbursement of Tuition Fees and of imprest.
12. All matters regarding Personal & Service Files including record /sanction of CL, EL and deat
13. RTI (Administrative matters/ personal matter) – ensuring timely replies after due approval of
14. Court case (Administrative matters/ personal matter) – ensuring timely replies / affidavits approval of EE.
15. Public Grievances Commission (Administrative matters/ personal matter) – ensuring tim

after due approval of EE.

- 16 Supervise personal and service matters of employees, including certification, attestation on Papers o Bank loans, etc after due scrutiny
- 17 Coordination of actions agreed under Bhagidari initiative



(Ramesh Negi)
Chief Executive Officer

All SEs, EEs and Office Superintendents

RAMESH NEGI, IAS
Chief Executive Officer
Delhi Jal Board
Varunatalaya-II
Karol Bagh, New Delhi-110005

Copy for kind information to:-

1. CVO, Member (A), Member (W), Secretary, Addl CEO.
2. Director (F&A), Director (Vig), Director (A&P), Director (Rev)
3. All CEs
4. All Jt DoR, Assistant Commissioners, DyAFOs, ACAs
5. LO (W) / EO / LWO / PRO
6. OS (Est) D/ T


(Ramesh Negi)
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