

7/576

No. F-2/DJB/Dir. (A&P)/2011/
DELHI JAL BOARD, GOVT. OF NCT OF DELHI
OFFICE OF THE DIRECTOR (ADMN. & PERSONNEL)
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI – 110 005.
Dated 29.06.2011

INSTRUCTIONAL ORDER

As per Manual of Office Procedure, while processing a case, running summary of the facts in form of a '**Note**' consisting précis of previous papers, a statement or analysis of the questions requiring decision, suggestions regarding the course of action, previous references and final orders passed thereon, to facilitate its quick disposal, is required to be put by the concerned section. To facilitate quick disposal of case by the Authority relevant extracts of a rule or instructions, previous decisions taken on such issues need to be drawn in the note rather than verbatim reproducing it. For this purpose, the Manual of Office Procedure has provided maintaining of **STANDING GUARD FILES** in each office.

Manual of Office Procedure stipulates that "**STANDING GUARD FILE**" on a subject means, a compilation consisting of:

- a) A running summary of the principles and policy relating to the subject with number and date of relevant decisions or orders quoted in the margin against each;
- b) Copies of the decisions or orders referred to, arranged in chronological order; and
- c) Model forms of communications to be used at different stages.

However, it has been observed that the above practice is not being followed in Delhi Jal Board.

All Divisional/Sectional Heads are hereby directed to strictly follow above procedure while putting a case before the Competent Authority failing which approval will not be accorded.

This issues with the approval of Member (Administration).


29.6.11
(U. B. TRIPATHI)
DIRECTOR (A&P)

All AC's & DDO



Copy to:-

1. Vice Chairperson, DJB.
2. All Members of Delhi Jal Board.
3. CEO/All Members/CVO/Addl. CEO/Secretary, DJB/All Directors.
4. All CEs/All SEs./All Jt. Director (Rev.)
5. All ACs/All Dy. Dir. (Rev.)/PD (Trg.)/LO/LWO/AD (P&M)/ Consultant(PR).
6. All Dy. Director (F&A)/All Accounts Officers
7. PS to Chairperson, DJB.


29.6.11
DIRECTOR (A&P)


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