

**OFFICE OF THE DIRECTOR (ADMN. & PERSONNEL)
DELHI JAL BOARD, GOVT. OF N.C.T. OF DELHI,
VARUNALAYA PHASE-I, KAROL BAGH, NEW DELHI.**

No. DJB/Dir. (A&P)/PD(Trg.)/Informations/11/D/163 DATED:- 06-04-2011

INSTRUCTIONAL ORDER

It has come to the notice that proposals for training to officers/officials are sent directly to Higher Authorities by various offices/ divisions/ circles. This would not be treated as sanction/ approval. The Training Cell is the concerned branch to process & take approval of Competent Authority.

All the Controlling Officers are informed that requests for training courses may be routed through the Training Cell in the Administration Branch at initial stage itself.

DDOs are informed not to release any TA/DA/ Training Expenses without formal orders of the Training Cell.

[Signature]
6/4/2011
(D VARMA)
DIRECTOR (A&P)

All DDOs.

Copy to:

1. PS to Vice Chairman, PS to CEO
2. Member (A)/Member (F)/Member (WS)/Secy. DJB
3. CEs/Dir. (F&A)/Dir.(T&QC)/Proj. Dir. (Trg.)
4. Ao/AAOs

[Signature]
6/4/2011
DIRECTOR (A&P)

