



**DELHI JAL BOARD: DELHI SARKAR
OFFICE OF THE ASSTT.COMMISSIONER (W)
VARUNALAYA PHASE-II, KAROL BAGH,
NEW DELHI-110005.**

No. DJB/AC(W)/110/2012/ 61888

Dated : 13.06.2012

C I R C U L A R

Subject : Instructions viz. punctuality etc.

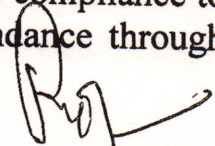
Reference this office Instructional Order No. 3/11/01-AC(W)/18904 to 19207 dated 19.02.2009 on the above subject (Copy enclosed for ready reference).

It has been observed that despite detailed instructions issued vide circular under reference, it has been observed that some of the DJB Officials/Officers do not adhere to normal lunch schedule of $\frac{1}{2}$ hour i.e. 1.00 PM to 1.30 PM and they are not available in their seat/offices and as such office work suffers adversely.

It has also been noticed that some of the officials do not mark their attendance through bio-metric machines (where is installed) to avoid punctuality. Pay & allowances of the staff/officers are to be paid through the above attendance management system hitherto-fore.

In view of above, it is hereby circulated for information & compliance to all concerned to observe punctuality & mark their office attendance through bio-metric machine, where installed.

Encl : As above


**(R. TIWARI)
ASSTT.COMMISSIONER (W)**

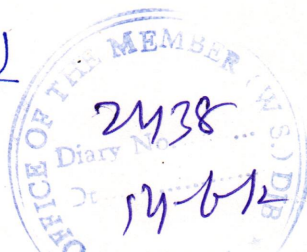
All D.D.O.

Copy to:

1. CEO/MEMBERS, DJB/CVO/Add. CEO/Secy., DJB/All Directors.
2. CEs/SEs/EE(E&M) Concerned.
3. Dy. Dirs. (F&A)/AO/AAO Concerned.
4. ACs/DOV/LO/Dy. Dir. (LW)/Consultant (PR)/CR Cell.


ASSTT. COMMISSIONER (W)

20 to ATWS)



DELHI JAL BOARD: DELHI SARKAR
OFFICE OF THE DIRECTOR (ADMN&PERSN)
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI.

No.3/11/01-AC (W)/

18901 to 19207
INSTRUCTIONAL ORDER

Dated: 19-02-09.

A large number of public complaints are being received in Delhi Jal Board offices regarding late attendance of staff, harassment of public due to non availability of staff, unauthorized absence of staff, late reporting and early departure from office, dereliction of duty, delay in disposal of grievances and by adopting delaying tactics (especially in revenue zones and water maintenance divisions) for no apparent official reasons.

Further, it is also brought in the notice of higher authorities, during public hearing with the DJB employees, that their grievances relating to personal matters like request for transfer, appointment on compassionate grounds, seniority disputes, promotion matters, allotment of staff quarters, pending bills (Medical, Telephone, Mobile, 6th CPC arrear etc.) are not being looked into by the concerned branches dealing with the above matters of employees of Delhi Jal Board.

Chief Executive Officer, Delhi Jal Board, has ordered to maintain punctuality and regularity and dispose off public complaints quickly. It has also ordered that the grievances of employees be examined immediately and necessary action be taken to redress the grievances of the employees. In case nothing can be done in their matter, a reply (with reasons) is sent to them so as to assuage their grievances without undue delay.

In order to maintain the punctuality, regularity and discipline in the offices, the following instructions are re-iterated for strict compliance:-

1. Divisional/Zonal officers should check the attendance register of their branches regularly and put their initials in token of checking the register.
2. Half day CL may be deducted in case of late coming
3. The practice of short leave or WCL should be strictly avoided and instead leave application should be obtained.
4. The normal lunch interval of half an hour shall be strictly observed.
5. The attendance of leaving office during working hours or before the closing time should be firmly discouraged.
6. The officers/officials who are required to make field inspections, to go on court duty, or to attend meetings outside their office premises shall mark their movement in the movement register.
7. Attendance register should be kept on the desk of branch supervisor and should be opened for inspection by the checking team.
8. Due discipline and diligence be maintained in the offices.
9. Be Polite and courteous in public dealing and dispose off their grievances quickly.
10. Send reply of every communication (with reasons), received from the employees, whether their grievance can be redress or not.

Any lapse observed in this regard would be viewed seriously.
These instructions be given wide publicity among the staff and a copy thereof be pasted on the notice board of each office/establishment of Delhi Jal Board.

These issues with the approval of Competent Authority

(V.S. RAWAT)

DIRECTOR (ADMN&PERSN)

ALL DDOs/Controlling officers for strict compliance.

Copy for information to:-

1. CEO/Member (Admn.)/Member (F)/Member (WS)/Member (Dr.)
2. CVO/Addl. CEO/Secretary, DJB/PIO/DJB.
3. All Chief Engineers/ Directors/SEs/Joint Directors/Dy. Directors(R)/(Enf.).
4. All Asstt. Commissioners. / Secy. to CEO/LO (W)/Dy.Dir. (LW)/Dy. Dir. (Law) /AC (EDP)/Dy.Dirs. (F&A).
5. Consultant (PR):- For publishing in Varun Patrika.
6. ACAs/Accountants /ZROs.
7. EO (W)/CSO/Dy. CSOs. /AO (L&E)/AD (P&M)/AO (B).

DIRECTOR (ADMN&PERSN)