

**DELHI JAL BOARD: GOVERNMENT OF NCT OF DELHI**  
**VARUNALAYA PHASE - II : JHANDEWALAN**  
**NEW DELHI - 110005.**

NO/DJB/Dir.(F&A)/I.O/2011/

94246

DATED : 19-08-2011

**INSTRUCTIONAL ORDER**

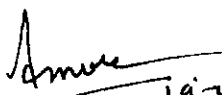
It has been observed that the Divisional Officers hand over the official case/work files to the contractors/their representatives by hand even without assigning appropriate Diary Number, to be submitted to finance wing for allocation of funds / budget etc. It is further observed that name/subject of the file is also not mentioned on the front cover in certain cases. The Ex.Eng./S.E does not put date after signing on the note sheet. This is an improper way of submitting the files to the finance wing for allocation of Budget etc .


Therefore, it is directed that the concerned Ex. Eng. and S.E. should take utmost care while sending the files to the finance wing. The files personally submitted by hand to the finance wing by the contractors or their representative will not be accepted henceforth. If the files are of urgent nature, it may be sent through the official special messenger.

**ALL EX .ENGINEERS.**

Copy forwarded for kind information:

1. C.E.O.
2. Member (Fin.) / (Admn.) / (WS/Dr.)
3. All C.Es / S.Es / Directors
4. All Dy. Dir. (Fin.) / A.Os

  
19-08-11  
(ASHISH MORE)  
DIRECTOR (F&A)

  
19-08-11  
DIRECTOR (F&A)

