

125560

No. F-2/DJB/Dir.(A&P)/2013/
DELHI JAL BOARD, GOVT. OF NCT OF DELHI
OFFICE OF THE DIRECTOR (ADMN. & PERSONNEL)
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI - 110 005.

Dated 06.11.2013

Subject:- Guidelines for Sanctioning Proposals for Technical
Visits by DJB Officers.

Following guidelines for seeking sanction to the proposals of Technical visits by Officers of DJB are hereby circulated for strict compliance by all concerned.

1. All proposals of technical visits abroad for attending seminars/conferences/trade exhibitions/demonstration of technologies and inspection of equipment will be put up with complete justification defining the objective to be achieved through Member (WS)/(DR.)/(Fin.) as the case may be, for seeking approval of the competent authority i.e. CEO, DJB.

In case such visits are to be performed within the country, concerned Member (WS)/(DR.)/(Fin.)/Member (Admn.) will sanction the same after ascertaining the usefulness of the proposal.

2. Expenditure on account of performing such visits will be normally met by DJB. In case the proposal is sponsored by the organizer/private agency, all clearances required for such sponsored trips will be sought as per the existing guidelines.
3. In a project where the technical inspections/visits are necessary and unavoidable, suitable provisions will be built in the DOBT contracts only after seeking approval of the Member (WS)/(DR.) at the time of finalization of draft NIT.
4. Regarding the provisions in the contract about training of DJB Officers/employees abroad, individuals will be selected to ensure that all cadres are given equal opportunity to meet their obligations and contribute effectively for successful implementation of the projects they are associated with.
5. Nominations for the proposed visits will be carefully made keeping in view that the delivery of services does not get adversely affected during the period of absence of the individual officer.
6. In all the cases of technical visits abroad and in India, administrative orders will require to be issued through the office of Project Director (Training) which maintains the record.

This issue, with the approval of Chief Executive Officer.


(U.B. TRIPATHI)
Director (Admn. & Personnel)

All Chief Engineers

Copy for information to:-

1. CEO.
2. Member (Admn.) /Member (F)/Member (WS)/Member(Dr.).
3. CVO/Dir. (F&A)/DOR.
4. Additional CEO/Secy. DJB/PD (Trg.).


Director (Admn. & Personnel)