

**DELHI JAL BOARD, GOVT. OF NCT OF DELHI
OFFICE OF THE DIRECTOR (ADMN. & PERSONNEL)
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI – 110 005**

No. F-45/DJB/ Dir.(A&P)2014 49560

Dated:- 04.04.2014

INSTRUCTIONAL ORDER

Attention is invited towards this Office Instructional Order no. F-45/DJB/ Dir. (A&P) 2013/41895 to 42247 dated 15.04.2013 directing all the Controlling Officers to ensure proper maintenance of Log Books of all vehicles under their control. However, it has been noticed that while verifying the logbook for the purpose of recommending claims of overtime allowance to respective vehicle drivers, the respective Officer/Official does not mention his name and designation due to which the authority could not properly ascertain that which officer/official has verified the OTA claimed by the driver.

All DDO's/ Controlling officers are hereby directed to issue instructions to all concerned working under them that while checking and verifying the logbooks of vehicles, the concerned officer/official should mention his full name, designation and date of verification below his signatures failing which the claims for grant of OTA shall not be entertained by sanctioning authority.

This issues with the approval of Member (Admn.).


(Amit Satija)

Director (Admn. & Personnel)

All AC's/DDO's

Copy to:-

1. Vice Chairperson, DJB.
2. All Members of the DJB.
3. CEO/Member (A)/Member (F)/Member (WS)/Member (Dr.)/ CVO/Addl. CEO/Secretary, DJB/All Directors.
4. All CEs/All SEs/All Jt. Directors (Rev.)/All Jt. Dir. (F&A)/All CWAs.
5. All Dy. Dir.(Rev.)/PD (Trg.)/LO/DD(LW)/AC (P&M)/EO (W).
6. All AO's/ All ZRO's.
7. CSO/Dy. CSO (HQ./SDW)/ Dy. CSO (WW).
8. Standing Guard File.


Director (Admn. & Personnel)