

**OFFICE OF THE SECRETARY
DELHI JAL BOARD
VARUNALAYA PHASE-II KAROL BAGH, NEW DELHI**

No. : DJB/Secy./F-201/2014/

66037

Dated : 12.05.2014

Please find enclosed herewith a Letter no. F.PGC/2014/Misc./4521 Dated 8/5/2014 of Dy. Secretary (Gr.), Public Grievance Commission. Govt. of NCT of Delhi wherein it has been specifically mentioned that :

"It has been observed that the Executive Engineers and the ZROs rarely mention PGC's case reference number in their Action Taken Reports and other correspondence. As a result, it becomes an uphill task for PGC staff to relate the communication to the relevant case, at times, delaying the necessary procedures. I would request you to kindly instruct your officers in this regard, so that they take care to mention our reference number in all their correspondence with PGC".

Therefore, all the EEs and ZROs are hereby impressed upon to take care to mention PGC's reference no. in all their correspondence with PGC.

Circulated for strict compliance by all the concerned.

Encl: As above

All DDOs

Copy for information to :

1. Secretary to CEO
2. All Chief Engineers / All Directors

Dy. No. FTS-237
Dt. 16.5.14
Delhi Jal Board

DOV OFFICE
Dy. No. 3657
Dt. 21.5.14

(U.B. TRIPATHI)
SECRETARY, DJB

SECRETARY, DJB