



DELHI JAL BOARD
GOVERNMENT OF N.C.T. OF DELHI
OFFICE OF THE ASSISTANT COMMISSIONER (W)
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI - 110 005
Phone No. 011-23544796
Email : ac.water22@yahoo.co.in

F.No. 55(14)/DJB/AC(W)/2014/

154853

Dated : 30.12.2014

INSTRUCTIONAL ORDER

In pursuance to directions given by **Chief Secretary, Delhi** conveyed vide letter No.54/1/2014/GAD/CN/dsgadiii/3176 - 3178 dated 16.12.2014 issued by Dy. Secretary,(CN/GAD),GNCT of Delhi, the following guidelines/instructions are hereby issued for strict compliance by all the concerned while processing the file/submitting the proposal to higher authorities :

1. Paragraphs should be numbered.
2. All references mentioned in the note should be indicated by the corresponding page number.
3. Blank portion of the note sheet should be scored out by drawing a line through it.

This issues with the approval of competent authority.

Office of the Member (A)
Diary No. 5997
Date 31/12/14
D.J.B

All CEs/System Administrator.
All Directors/Addl. CEO/Secretary, DJB
All Jt. Dir(Rov.)/(Vig)/(F&A)
All SEs/EEs
All ACs/DD(LW)/LO(W)/Consultant(PR)

Copy for kind information to:-

1. C.E.O.,DJB
2. Members, DJB
3. Member(A)/(F)/(WS)/(DR)/CVO
4. EE(EDP) - with the request to upload the same on the website of DJB under initiation to this office.

(AMIT SATHIJA)
DIRECTOR(A&P)

DIRECTOR(A&P)