

**DELHI JAL BOARD
OFFICE OF THE AC (WATER)
2nd Floor, VARUNALAYA PHASE-II
KAROL BAGH, NEW DELHI-110005**



No.DJB/AC (WATER)/2014-15/

10007

Dated: 19.01.2015

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Subject: DJB Mail- Internal communication.

As we are aware that for internal communication, DJB has developed "DJB mail" for fast communication and save papers in communication. I have been directed to inform that all DJB employees should use this mail by using following steps

- Go to the Delhi Jal Board Home Page using Website:- www.delhijalboard.nic.in
- Click on "**For Department**" link.
- Go to the "**DJB Mail**".
- Then enter your login ID (your employee Code is your login ID)
- Password is a.

It is advised to please **change password immediately** after first login.

I have been directed to inform you to that after using this DJB mail, please send a test mail on employee ID no. 20017789 of Sh. Kapil Yadav, LDC c/o AC(W)CR CELL.

All officers are requested to search their name in a particular group already developed and if any discrepancy is found please inform immediately on employee ID no. 20017789 of Sh. Kapil Yadav, LDC. For any assistance, please feel free to contact Mr. Parbhat Ranjan at his Mobile No. 9650503947.

All senior officers are requested to sensitise their staff to use this internal communication to save time and to communicate fast.

CEs/Directors/SEs/Joint Directors/EEs/Deputy Directors

(AMIT KUMAR JAIN)
AC (WATER)

Copy to:

1. CEO: For kind information.
2. All Members

AC (WATER)

*P1. circulate and compliance
put up report of the upload on
web site.
22/1/15*

Sl. Sanjay