

DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI  
OFFICE OF THE CHIEF EXECUTIVE OFFICER  
VARUNALYA PHASE-II, KAROL BAGH, NEW DELHI - 110005

No DJB/CEO/2015/2089

Dated 24.03.15

It has been noticed that in many cases officers mark files to their juniors/subordinates with remarks 'speak/discuss/explain' without fixing specific time for discussion. This apparently creates an impression of disposal at the level of senior officers whereas the matter remains pending for 'discussion/speak' for days and weeks. It is requested that such a practice of returning of files/papers with remarks 'speak/discuss/explain' may be minimized. In case discussion/explanation is required, specific time may be fixed for the same by the senior officers rather than sending the file down.

Same may kindly be communicated to officers at all level to ensure efficiency in work output.

U:- G  
(VIJAY KUMAR)  
CHIEF EXECUTIVE OFFICER

All Members/CEs/Directors

Members (COS)

26/3

PS

pl. file

31/3/15

VR

31/3/15

B-1

507/s  
26/3/15