



DELHI JAL BOARD: GOVT. OF NCT OF DELHI
OFFICE OF THE ASSTT. COMMISSIONER(W)
VARUNALAYA PHASE-II, PHASE-II
KAROL BAGH, NEW DELHI-110005
PHONE:- 011-23614378
E-mail:- ac.water22@yahoo.co.in

F.No. 218(15)/DJB/AC(W)/2015/ 44356

Dated:- 17. 04.2015

Subject:- Reg- Submission of files timely with comprehensive background note covering all aspects of case.

Please find enclosed herewith circular dated 27.03.2015 vide No. Prncm/2015/453-587 issued by Secretary to Chief Minister, Govt. of NCT of Delhi, Chief Minister Office on the above noted subject for kind information and further necessary action.

Encl: as above.


(AMIT KUMAR JAIN)
ASSTT.COMMISSIONER (W)

All Members/CEs/Directors/Addl.CEO/
Secretary, DJB/System Administrator.

Copy for kind information to:-

1. Vice Chairman.
2. CEO, Delhi Jal Board.

2197
20/4/15


ASSTT.COMMISSIONER (W)

M/wg
B-1
VDE
22/4

11/L

GOVERNMENT OF NCT OF DELHI
CHIEF MINISTER'S OFFICE
3RD LEVEL, A WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002

No. Pmcm/2015/453-587

Date: 27/03/2015

CIRCULAR

It has been noticed that files pertaining to various important, complex and time bound matters are submitted for decision/recommendation of the Hon'ble Chief Minister at the very last minute. At times, even the note on the file is sketchy and does not contain the complete information necessary for decision on the subject. The matters being time bound, such files cannot be referred back to the department for further information, rendering it in a difficult administrative situation.

In view of the above, Hon'ble Chief Minister has directed that all files being submitted to this office should invariably contain a comprehensive background note covering all aspects of the case for decision/recommendation of the Hon'ble Chief Minister. Further, the files should be submitted well in time so that due attention may be paid to all aspects of the case and no matter is left pending for paucity of time.

Rajendra
27/3/15
(Rajendra Kumar)
Secretary to Chief Minister

Copy to:

1. All Ministers of Delhi Government.
2. All Pr. Secretaries/Secretaries/HODs, Government of NCT of Delhi.
3. All Heads of Local Bodies/Autonomous Bodies/Undertakings/Corporations/Boards/Institutions under Government of NCT of Delhi.

