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DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI
ASSISTANT COMMISSIONER (L&E), ROOM NO.309,
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI-110005
No. F-DJB/AC(L&E)/LAND/EM/2017 5958

Date:- 31-01-2017

01 FEB 2017

CIRCULAR

In order to ensure proper maintenance of the Delhi Jal Board's vacant land and properties, and removal of unauthorized encroachment, a circular vide office Order No. No.DJB/AC(L&E)/F-118/2003/86200-86315 & 86935 to 86910 dated 05-09-2003 was issued, vide which concerned Executive Engineers of the installation/property were held responsible for keeping proper record of all vacant/built up land/installations and properties under their jurisdiction and would act as enforcement agency and Estate Manager. The duties of the Estate Managers had also been enumerated in the said circular (copy enclosed). The Land & Estate Branch has also been issuing circulars from time to time, regarding compliance of the instructions by Estate Managers/Executive Engineers.

However, it has been observed that the Estate Managers are not following the instructions issued for the purpose, in letter and spirit. In view of increasing pressure on Delhi Jal Board to supply water and sewage services to the public of Delhi, it is imperative to keep the land of DJB, free from encroachment, so that it could be used for future projects of water supply/drainage system.

All Estate Managers/Executive Engineers are therefore requested to protect/maintain the Land/Buildings under their jurisdiction, with boundary wall and ensure proper maintenance of Assets as well. In the event of un-reported encroachment, on DJB's property, Estate Managers/Executive Engineers and Security Staff would be held responsible for the same.

Encl: As above

Am
(ALKA SHARMA)
ASSISTANT COMMISSIONER (L&E)

All Estate Managers/Ex. Engineers.
CSO/DY.CSO/All Security Officials

Copy to:-

1. CEO, DJB/Member (A)/Member (WS)/Member (DR)/Member (F).
2. CVO/All Directors/DOR
3. All Chief Engineers/All SEs

Am
ASSISTANT COMMISSIONER (L&E)

m/s)
1/12
All CE's

1597

DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI
OFFICE OF THE ASSISTANT COMMISSIONER (L&E)
VARUNALAYA PH-II, NEW DELHI-110005

CIRCULAR

With a view to ensure removal of unauthorized encroachment and to ensure proper maintenance of the Delhi Jal Board's vacant land and properties, it has been decided by the Competent Authority vide its orders dated 01-09-2003 that the concerned Executive Engineer of the installation/property shall be responsible for keeping proper record of all vacant/built up land/installations and properties under his jurisdiction and will act as enforcement agency and Estate Manager. A list of Estate Managers of the installations/properties is enclosed herewith for information, necessary action and compliance by all concerned. To ensure preventive measures, two committees (to be formed by ADOV I & II) under the supervision of ADOV (W) I & II will check the existing encroachments, conduct enquiry, fix the responsibility and submit the report to Asstt. Commissioner (L&E) for further necessary action. A copy of the list indicating existing encroachments is being sent to ADOVs for necessary action. The duties of the Estate Managers are hereby circulated as under:-

1. The Estate Manager will ensure that no encroachment on DJB's land takes place including Tube wells and Booster Pumping Station. In case of unauthorized encroachment, if any, already existing like Jhuggies/Jhompri/Rehri/Rickshaw etc. on DJB's property, the Estate Manager will ensure removal of such unauthorized encroachment in association with Chief Security Officer and Special Task Force.
2. The Estate Manager in association with concerned Ex. Engineer (C) Plant will ensure that there is no subletting of staff quarters, the vacant land surrounding the quarters is not encroached/ misused by allottees and that no commercial activities take place in residential staff quarters. He will also ensure that no theft of electricity takes place in staff quarters/shopping complex by the allottees. In case of fresh allotment of quarter to any employee, it may be ensured that the electricity meter is got installed by the allottee at the earliest to avoid theft of electricity.
3. The Estate Manager will ensure that there is no misuse of any DJB's property
4. The Estate Manager will ensure that there is no unauthorized construction on DJB's vacant land/property.

5. The Estate Manager will pin point the work of maintenance of staff quarter and office complex to be done by Executive Engineer (C) Plant concerned and will ensure proper sanitation works in residential complex of DJB. He will also ensure construction of boundary wall of vacant land and installations of DJB, wherever the same is required.

6. The Estate Manager will ensure that the grievances of the residents/ Residents Welfare Associations of staff quarters are redressed promptly. The Estate Manager will also ensure that the repair and maintenance of the dispensaries under his jurisdiction is carried out promptly. DDH/ ADH concerned must be directed by Estate Manager to maintain the vacant land within the boundary of dispensaries. Any specific requirement of MOI concerned should be attended promptly.

7. The Estate Manager would have full functional control on the concerned staff of Horticulture and Security department and any instance of disobedience of his orders by officials of these two departments should be brought to the notice of CSO/ DDH, as the case may be, and to the notice of Director (A&P)/ Member (Admn.) in case there is no favorable response from the CSO/DDH. The over all responsibility for supervision of security and horticulture works will rest with Estate Manager. He will also maintain liaison with Chief Security Officer/Security Officer concerned regarding security of Staff Quarters/Plants/Pumping Station etc.

8. The Estate Officer will ensure that there is no trespass in vacant land and other built up structures of DJB. For this purpose the Estate Manager will remain in constant touch with Chief Security Officer/ Security Officer concerned.

9. The Estate Manager will ensure that the horticulture staff is utilized properly at the installations/office/residential complexes, which are within his jurisdiction.

10. The Estate Managers will also submit parawise comments and also coordinate in respect of court cases pertaining area under their jurisdiction.

11. The Estate Manager will ensure that no person is allowed to enter the prohibited areas of Delhi Jal Board.

12. The concerned Chief Engineers/Supt. Engineers will ensure that there is no dereliction of duty on the part of Estate Manager. The Estate Manager would be squarely responsible for all future encroachments/ unauthorized construction etc.

13. The Estate Manager concerned will also ensure that the land where the rising mains of water/ sewer are passing is not encroached upon. Any encroachment noticed will be the sole responsibility of Estate Manager.

All the Estate Managers are hereby directed to conduct intensive and extensive survey of the area under their jurisdiction and submit status report on the existing encroachments, unauthorized construction, subletting etc. within 10 days. The status report of encroachments must contain full details of area encroached, name of the encroacher, use to which the land is being put by the encroachers, since when the land is under encroachment etc., activities for the unauthorized construction if any, since when unauthorized construction has been there, whether whole of the space or a part of it has been let out, name of the person to whom subletted, purpose for which the Sublette is using the land/ flat etc.

All the Estate Managers (as per Annexure-A, B & C) are also directed to submit the monthly status report of properties/installations under their jurisdiction in the prescribed Performa (Annexure-D) to Asstt. Commissioner (L&E) to reach his office by 5th of each month.

(G.L. Meena)
Director (A&P)

86200-863152 86935 TO 86970

No. DJB/AC (L&E)/F-118/2003/ 8687 Dated 05 SEP 2003

Copy to:

1. CEO, Delhi Jal Board for kind information please.
2. Member, Admin /Water /Finance/Drainage, DJB, for kind information please.
3. Chief Vigilance Officer for kind information please.
4. Director, A&P/Revenue/Project/Finance/Addl. CEO for information please.
5. All Chief Engineers/SEs.
6. Addl. Director of Vigilance I&II- with request to check the existing encroachments etc. A list of encroachment /unauthorized construction is being sent separately.
7. Chief Security Officer/ All Security Officer/Dy.Directors, Hort./Asstt. Director, Hort. Delhi Jal Board.
8. All Ex. Engineers/Estate Managers.
9. Spare Copy

Director (A&P)

Sl. No.	Estate Manager	Area Covered under jurisdiction
1.	Ex. Engineer (E&M) W&S Central-North	BPS-Ram Leela Ground, Pahari Dhiraj, Idgah, Shastri Nagar, & other BPS, Tube wells, SPS under his charge including Offices, Stores, Rented Building, Vacant Land etc.
2.	Ex. Engineer (E&M) W&S, North-West	Model Town, Lawrence Road, TU-Block, Pitampura, SPS & other BPS, SPS, Tubewells under his charge including Offices, Stores, Rented Building, Vacant Land etc.
3.	Ex. Engineer (E&M) W&S West	BPS-Tilak Nagar, Janakpuri, Bhudela, Punjabi Bagh & others BPS, SPS, Tubewells under his charge including Offices, Stores, Rented Building, Vacant Land etc.
4.	Ex. Engineer (E&M) W&S North-East	BPS-Dilshad Garden, Loni Road, East Loni Road, SPS-Mansarovar Park & other BPS, Ranney wells, Tubewells under his charge including Offices, Stores, Rented Building, Vacant Land etc.
5.	Ex. Engineer (E&M) W&S East	BPS-Geeta Colony, Trilokpuri, SPS-Dallupura & other BPS, SPS, Ranney wells, Tubewells under his charge including Offices, Stores, Rented Building, Vacant Land etc.
6.	Ex. Engineer (E&M) W&S, South-I	BPS-Greater Kailash-I,II, MCKR, Deer Park, - SPS-Safdarjung Enclave, & other BPS, Reservoir under his charge including Offices, Stores, Rented Building, Vacant Land etc.
7.	Ex. Engineer (E&M) W&S South-II	BPS-Kalkaji, Okhla, other BPS, SPS, Reservoir, Tubewells under his charge including Offices, Stores, Rented Building, Vacant Land etc.
8.	Ex. Engineer (E&M) W&S South-West	SIP-Vasant Kunj, SPS, BPS & other Reservoir, BPS, Tubewells under his charge including Offices, Stores, Rented Building, Vacant Land etc.
9.	Ex. Engineer (Civil) Plant Sri Niwas Puri	All Staff Qtr, Shops, Parks, Vacant Land inside the residential premises falling under his jurisdiction including Offices, Stores, Rented Building, Vacant Land etc.

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10. Ex. Engineer (Civil)
Plant, Chandrawal
Water Works

All Staff Qu, Shops, Parks, Vacant
inside the residential premises falling under
his jurisdiction including Offices, Stores,
Rented Building, Vacant Land etc.

11. Ex. Engineer (Civil)
South-I

All Tubewells, Office Complex, Residential
Complex, Stores, Vacant Land, Rented
Building etc falling under his charge including
Offices, Stores, Rented Building, Vacant Land
etc.

12. Ex. Engineer (Civil)
South-II

All Tubewells, Office Complex, Residential
Complex, Stores, Vacant Land, Rented
Building etc falling under his charge including
Offices, Stores, Rented Building, Vacant Land
etc.

13. Ex. Engineer (Civil)
South-III

All Tubewells, Office Complex, Residential
Complex, Stores, Vacant Land, Rented
Building etc falling under his charge including
Offices, Stores, Rented Building, Vacant Land
etc.

14. Ex. Engineer (Civil)
South-West-I

All Tubewells, Office Complex, Residential
Complex, Stores, Vacant Land, Rented
Building etc falling under his charge including
Offices, Stores, Rented Building, Vacant Land
etc.

SEWAGE TREATMENT PLANT

"Annex B"

Sl. No.	Estate Manager	Area Covered under jurisdiction
1.	Ex. Engineer (E&M) SDW-I & V, Okhla	Kilokri Pumping Station, Ring Road Pumping Station & other STPs, SPSs under his charge including Offices, Stores, Rented Building, Vacant Land etc.
2.	Ex. Engineer (E&M) SDW-II	SDW Okhla & others STPs, SPS under his charge including Offices, Stores, Rented Building, Vacant Land etc.
3.	Ex. Engineer (E&M) SDW-III	STP-Yamuna Vihar Ph-I, & others STPs, SPS under his charge including Offices, Stores, Rented Building, Vacant Land etc.
4.	Ex. Engineer (E&M) SDW-IV	STP-Kondli, & others STPs, SPS under his charge including Offices, Stores, Rented Building, Vacant Land etc.
5.	Ex. Engineer (E&M) SDW-VI	STP-Keshopur & others STPs, SPS under his charge including Offices, Stores, Rented Building, Vacant Land etc.
6.	Ex. Engineer (E&M) SDW-VII	STP-Coronation Pillar & others STPs, SPS under his charge including Offices, Stores, Rented Building, Vacant Land etc.
7.	Ex. Engineer (E&M) SDW-VIII	STP-Pappan Kala, Najafgarh, Pragati Vihar & Others STPs, SPS under his charge including Offices, Stores, Rented Building, Vacant Land etc.
8.	Ex. Engineer (E&M) SDW-IX	STP-Rithala & others STPs, SPS under his charge including Offices, Stores, Rented Building, Vacant Land etc.
9.	Ex. Engineer (E&M) SDW-X	STP-Delhi Gate, Dr. Sen Nursing Home Nala & other STPs, SPS under his charge including Offices, Stores, Rented Building, Vacant Land etc.
10.	Ex. Engineer (E&M) SDW-XI	STP-Vasant Kunj, Mehrauli & Other STPs, SPS under his charge including Offices, Stores, Rented Building, Vacant Land etc.
11.	Ex. Engineer (E&M) SDW-XII	New STP-Rithala & other STPs, SPS under his charge including Offices, Stores, Rented Building, Vacant Land etc.
12.	Ex. Engineer (E&M) XIII	STP Yamuna Vihar-Ph-II & other STPs, SPS under his charge including Offices, Stores, Rented Building, Vacant Land etc.

WATER TREATMENT PLANTAnnex. 2

<u>Sl. No.</u>	<u>Estate Manager</u>	<u>Area Covered under jurisdiction</u>
1.	Ex. Engineer (E&M) I Chandrawal WW	Chandrawal Water Works No. 1&2, BPS, Reservoir, Gravity and Other BPSs under his charge including Offices, Stores, Rented Building, Vacant Land etc.
2.	Ex. Engineer (E&M) II Wazirabad Water Works	Wazirabad Water Works, BPSs, Reservoir and other BPS, Tubewells under his charge including Offices, Stores, Rented Building, Vacant Land etc.
3.	Ex. Engineer (E&M) I Haiderpur WTP	1st 100 MGD WTP, BPS, Reservoir, Tubewells & other BPS, under his charge including Offices, Stores, Rented Building, Vacant Land etc.
4.	Ex. Engineer (E&M) II Haiderpur WTP	2 nd 100 MGD WTP, BPS, Reservoir, Tube wells and other BPS, under his charge including Offices, Stores, Rented Building, Vacant Land etc.
5.	Ex. Engineer (E&M) Nangloi	WTP-Nangloi, Bawana and other BPS, Tubewells, Reservoir under his charge including Offices, Stores, Rented Building, Vacant Land etc.
6.	Ex. Engineer (E&M) WC-I	BPS, Tubewells under his charge including Offices, Stores, Rented Building, Vacant Land etc.
7.	Ex. Engineer (E&M) WC-II	BPS, Tubewells, Ranney Wells, Reservoir under his charge including Offices, Stores, Rented Building, Vacant Land etc.
8.	Ex. Engineer (E&M) WTP, Okhla	WTP-Okhla, Ranney Wells & other BPS, Reservoir under his charge including Offices, Stores, Rented Building, Vacant Land etc.
9.	Ex. Engineer (E&M) WTP Bhagirathi	WTP-Bhagirathi, Reservoir, BPS & other BPS, Tubewells under his charge including Offices, Stores, Rented Building, Vacant Land etc.

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Annexure-D

List of 07 New Estate Managers.

1. Estate Manger/ EE(North)-II
2. Estate Manger/EE(South)-IV
3. Estate Manger/E(East)-II
4. Estate Manger/(North-West)-I
5. Estate Manger(Const.)-Dr.-III
6. Estate Manger/(South-West)-IV
7. Estate Manger(PR)-SR-I