



DELHI JAL BOARD: DELHI SARKAR
OFFICE OF THE ASSISTANT COMMISSIONER (G)-I/II
VARUNALAYA PHASE- II: KAROL BAGH: NEW DELHI-110005

No.DJB/AC(G)-I/II/CIRCULAR/2017/23883

Dated:-25.04.2017

CIRCULAR

As per standing instructions, the case for settlement of retirement dues of an employee needs to be processed at least 6 months before the retirement. However, it has been noticed that service book & personal files of many employees are sent to Administration for correction in Names/Fathers' name/Date of Birth & Condonation of Un-authorize absence only few days before the date of retirement, thereby not allowing/providing sufficient time to examine the matter properly as per rule provision. This causes not only delay in deciding the case but also put hardship to the retiring employee.

All the DDOs are therefore requested to check all such cases under their jurisdictions and discrepancies (if any) may be forwarded to administration for the settlement immediately and well before the date of retirement. Non compliance of the same shall be viewed adversely.

This issues with the approval of the Competent Authority.

(AMIT KUMAR JAIN)
ASSISTANT COMMISSIONER (G)-I/II

All DDOs

Copy to:-

1. Member (Administration)- for kind information
2. Director (A&P)

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H/CLERK