

DELHI JAL BOARD
OFFICE OF THE DIRECTOR(REVENUE)
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI-110005

OFFICE ORDER NO. 125

Dated: 17-7-14.

Subject:- Delegation of Powers in respect of revenue matters-reg.


In supersession of earlier Office Order No. 175 dated 22.11.2010 on the subject cited above, the revised delegation of powers in respect of deletions is as under:-

S.No.	Designation of Officer	Existing financial power for deletion cases	Revised financial power for deletion cases
(i).	Director(Revenue)	Full Powers	Full Powers
(ii).	Jt. Directors (Revenue)	Upto Rs.75,000/-	(i) Upto Rs.2,00,000/- (Rs. Two lac only) in case of connections other than Govt. Department. (ii) Full Powers in case of Govt connections.
(iii).	Deputy Directors / EEs(W/S/R)	Upto Rs.30,000/-	Upto Rs. 50,000/- (Rs. Fifty thousand only)
(iv).	Zonal Revenue Officers	Upto Rs. 10,000/-	Upto Rs. 15,000/- (Rs. Fifteen thousand only)

1. No official should disclose their Password to anyone. For all actions by the use of ID of the official only he/she will be held responsible and no excuse of any kind will be accepted in any case. User Groups as well as ZROs should change their password on frequent intervals atleast every week.
2. User should use the system for their roles but should not cross their delegated power. Further, deletion amount should not be broken to avoid getting approval at the higher level.
3. No person other than the DJB official should be allowed to access the system.
4. Where Dy. Directors are assigned zones independently, they will forward deletion cases to their respective Jt.Director(R)/DDO where deletion recommended is upto Rs.2,00,000/- (Rs. Two Lac only) in respect of other than Govt. consumers and cases beyond Rs. 50,000/- in respect of Govt water connections for deletion through IDs of respective JDs in the RMS. Deletion cases only beyond Rs. 2, 00,000/- in respect of other than Govt water connections will be sent to the HQ through concerned JD/DD after proper scrutiny at ZRO/DD/JD level.

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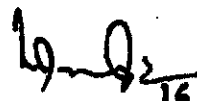
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5. In cases of rectification of bills requiring deletion on account of wrong reading, JD's /DD's/ZROs should ensure that the case is not of intentional mistake or where regular wrong reading cases are being received from an area Meter Reader, then action against the defaulting official should be taken by the concerned official affecting /recommending deletion before case is cleared/ recommended. Similarly, special care needs to be taken in case of deletions of higher amounts.
6. For all cases scanning of documents should be done and named as existing New KNO for identification and record and should be linked to specific New KNO file under Document Management System, besides maintaining hard copy with ID No. of the transaction done.
7. In case of adjustments for payments through cheques/G-8 receipts, concerned officer effecting deletion should ensure that the cheque is honored and or payment through G-8 has been actually received/credited in cash book in the name of RC. Adequate safeguards be ensured to rule out any possibility of misuse.
8. JDs/DDs/ZROs office is required to maintain upto date data of deletion cases approved and effected by them in the RMS. Proper Deletion Register indicating name of consumer, New KNO, nature of grievance settled, amount deleted, authority and ID vide which deletion has approved may be maintained. The concerned case file and the Deletion Register will be preserved for a period of five years or till audited whichever is later.
9. In case, any suspicious entry, modifications in the account of consumers is noted by zonal staff, it should be immediately reported to their ZRO/DD/JD/DOR/Concerned Group Head at Headquarters.
10. Since these deletion/late posting cases have larger financial implications, as such complete record thereof shall be maintained and preserved in RMS and hard form by the officer concerned exercising the deletion, for future scrutiny/audit purpose as and when required. 

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11. Area Jt. Directors / Dy. Directors will monitor dues as well recovery against Govt. water connections. Besides this, they will ensure timely preparation of the water bills in respect of Govt connections every month alongwith its delivery to the offices concerned and further verification / recovery through the ZRO concerned. ZROs will forward all disputed Govt dues cases to their respective JD/DD with facts for taking needful action as per existing rules and guidelines. ZROs/DDs/JDs will also personally monitor cases of CGH Societies where water consumption works out to less than 10 Kl p.m. per flat, for proper analysis and needful action.

This issues with the approval of the competent authority.


(H.V.Tandon)
16.7.14

Director(Revenue)

Dated: 17.7.14

No.DJB/DOR/Delegation/2014/

Copy for information and necessary action to:-

1. All Jt. Directors(Revenue)
2. All EEs(W/S/R)/All Dy. Directors(Revenue/Enf.)
3. All ZROs
4. All concerned AAOs.
5. EE(EDP): for uploading on DJB website.
6. Guard File./Office Order Book. *PS / SH. ANDP, HC*

Copy for kind information to:

1. Secy to CEO for kind information of the CEO
2. All Members/CVO
3. All Chief Engineers (Maint.)
4. All Directors.
5. All SEs(Maint.)
6. Jt.Director(F&A)-II
7. All Dy. Directors(F&A)


16.7.14
Director(Revenue)