

## RTI Corner: Users Guidelines for the seekers of information from Delhi Jal Board

### Filing of application:

1. An applicant desiring to obtain any information regarding DJB can make a written request to any of the designated APIO / PIO and submit by hand/ post to the same, accompanying the application fee of Rupees ten only by way of cash against proper receipt or by demand draft or banker cheque or Indian Postal Order (I.P.O.) payable to "Delhi Jal Board".
2. No Fee is payable by the persons who are of *Below Poverty Line as may be determined by the appropriate Government*
3. The list of designated PIOs/APIOs and Nodal Officer alongwith their office addresses, contact numbers, subject matter has already been well advertised and may also be referred at the website of Delhi Jal Board under the RTI portal viz. [www.delhijalboard.nic.in](http://www.delhijalboard.nic.in). Moreover, Secretary DJB has been designated as Nodal Officer for Delhi Jal Board to receive the RTI requests from applicants in case they face difficulty in identifying the appropriate PIO or in approaching the appropriate PIO.
4. No Form is prescribed. However it would be better for the applicants to give their written request in the 'Model Format' given below which would enable the PIO(s) in easily understanding their information requirement.
5. Please reveal complete references/ enclosures in relation to which information is sought.
6. It will be better for the applicants to seek information on focused issues concerning one PIO or submit application seperately for different subject matter being dealt with by the different PIOs.
7. Reasons for seeking information are not required.
8. Always mention the I.D. no. and the designation of PIO/APIO issuing the said I.D. no. while making any further correspondance.
9. Each application bearing a unique I.D. shall be treated as distinct I.D. and shall have no bearing with other application(s).

### Disposal of request:

10. Requested information shall either be released on payment of prescribed fee or rejected for any of the reasons specified

under section 8, 9 and 11 of the RTI Act, 2005 by the concerned Public Information Officer(s) as expeditiously as possible, and in any case within thirty days/ within forty eight hours if it concerns to the life and liberty of a person, as case may be, from its receipt in DJB. A period of five days shall be added in computing the period for response if the request for information is given to the Assistant Public Information Officer. Further a period of ten days shall be added in the response time in case any third party shall be required to be given an opportunity to make representation.

#### Additional Fee:

11. The PIO(s) may seek additional fee, if applicable and the intervening period between the dispatch of this information and payment of fee shall be excluded for the purpose of calculating the prescribed period as per sub section (3) (a) of Section 7 of the Act. However no fee is payable in case of delayed reply.

#### Appeals:-

12. Appeals lie at two levels.
13. In case of non-receipt of decision within the maximum time period as given above or feeling aggrieved or not satisfied with the decision of the Public Information Officer(s) of Delhi Jal Board, First Appeal may be preferred to the First Appellate Authority under RTI Act, Member (F), DJB, Room No. 121, Varunalaya Phase-II, Karol Bagh, New Delhi along with a copy of RTI application and an acknowledgement and reply of the Public Information Officer(s) of Delhi Jal Board within 30 days.
14. No Form is prescribed. However it would be better for the applicants to give their written request in the 'Model Format' given below which would enable the FAA in precisely understanding their grounds for appeal.
15. Second appeal may be preferred before Central Information Commission within 90 days from the dated of receipt of the order of the FAA.

XXXXX

**Model Format of First Appeal under Section 19 of the Right to Information Act, 2005**

To

The \_\_\_\_\_/First Appellate Authority,

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_.

**A. Contact details:**

1. Name of the Applicant	
2. Address	
3. Contact No.	

**B. Details about RTI request:**

1. Particulars of the PIO against whose order appeal is preferred	(a) Name	
	(b) Address	
2. Date of submission of application <b>(Pease attach a copy RTI application)</b>		
3. Brief facts leading to appeal	(a) No response received within 30 days of submission of application	
	(b) Aggrieved by the response received within the prescribed period <b>(Please attach a copy of reply/order/ response received, if any)</b>	
	Grounds for appeal .....	
	..... ..... ..... ..... .....	
4. Prayer or relief sought	..... ..... .....	
5. Last date for filing the appeal		
6. If appeal is being filed after 30 days, the reasons which prevented from filing appeal in time	í í	
7. Copies of documents relied upon by the applicant		

*\*\*This format is not a prescribed under the RTI Act. Thus an Appeal given in any other form, will not be rejected merely on the ground that it has not been given in this format. However it would be better for the applicants to give their written appeal in this Model Format as above which would enable the FAA in precisely understanding the grounds for appeal.*

**Declaration: The first appeal, as above, is being preferred first time. In the other words, no appeal had preferred earlier against the same order of the Public Information Officer.**

Date :

Place: Signature of the Applicant/Appellant.....

**Note:- The list of First Appellate Authority is below.**

**\*Model Format for\***

**Application for obtaining information under the Right to Information Act, 2005**

**A. Contact Details**

1. Name of the Applicant:
2. a) Mailing Address :  
b) Tel. No :  
c) E-mail :
3. Whether a citizen of India: Yes  No

**B. Details of information sought:**

1. Nature of information sought (Please √ Mark)
- |                                    |                          |
|------------------------------------|--------------------------|
| (a) Life & liberty of the person * | <input type="checkbox"/> |
| (b) Other than (a)                 | <input type="checkbox"/> |
2. Type of information required:
- |                           |                          |     |                          |    |
|---------------------------|--------------------------|-----|--------------------------|----|
| (a) Copy of documents     | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (b) Inspection of records | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (c) Sample of material    | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (d) Other information     | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
3. (a) Whether information sought relates to third party? Yes  No
- (b) If yes his/her name & address:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
4. Specify the particulars of information required:

5. Whether applicant belongs to BPL category: Yes  No

Proof of BPL attached Yes  No

7. Details of fee paid

*\*\*This format is not a prescribed one under the RTI Act. Thus, an Appeal given in any other form, will not be rejected merely on the ground that it has not been given in this format. However, it would be better for the applicants to give their written request in this 'Model Format' as above which would enable the PIOs in precisely understanding the information being sought for immediate giving response. Application may preferably be submitted directly to the Public Information Officer(PIO) concerned to avoid delay.*

Signature of the applicant

**Note:- The list of Public Information Officer is below.**

**LIST OF FIRST APPELLATE AUTHORITIES [FAAs] AND PUBLIC INFORMATION OFFICERS [PIOs] FOR DELHI JAL BOARD [w.e.f. 14.12.2010]**

FIRST APPELLATE AUTHORITIES [FAAs]	PUBLIC INFORMATION OFFICERS [PIOs]
1. Chief Engineer (East), Room No-222, Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005. Telefax.No.23527685	1.1 SE (East), BPS, Chitra Vihar, New Delhi-92, Tel.no.22456905, Fax.no. 22048410
	1.2 SE(North-East), 2142, Janta Flats GTB Enclave, Delhi-93 Telefax no.22137327
	1.3 SE(E&M) W&S-III, BPS, Mandawali, I.P. Station, Tel.no.22727442
2. Chief Engineer (West), Room No-501, Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005, 23544792, Email: ceciv.djb@ nic.in	2.1 SE(North-West), MU-Block, Double Tank, Pitampura, Dehi-88, Tel.no.27344701, Fax no. 27346744
	2.2 SE(West), Twin Over Head Tank, Paschim Vihar, Outer Ring Road, New Delhi-110063 Tel.no.25257776
	2.3 SE(E&M) W&S-II, E-39, 3rd Floor, Pyare Lal Building, Cannought Circus, New Delhi-1 Tel.no.23414990
3. Chief Engineer (South), Room. No-117, Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005, Tel.no. 23614845, Email.no. cecv.djb@ nic.in	3.1 SE(South), 1st Floor, Jal Sadan, Lajpat Nagar, New Delhi, Tel.no. 29810956, Fax. No. 29811338
	3.2 SE (South-West), B.P Station, Sector-IV, R.K. Puram, New Delhi Tel.no. 26714513
	3.3 SE(E&M) W&S-I, Ring Road Pumping Station, Opp. Maharani Bagh, Ne Delhi, Tel.no. 26342239
	3.4 SE(Project) Water-I, Room No. 412, Varunalaya Ph-I, Karol Bagh, N.Delhi-05 Tel.no.23542329
4. Chief Engineer (North & Central), Room. No-201, Varunalaya Building Ph-I, Karol Bagh, New Delhi-110005, Tel.no. 23614796, Email: cecvi.djb@ nic.in	4.1 SE(Central), Room No. 407, Varunalaya Phase-I, Jhandewalan, Karol Bagh, New Delhi, Tel.no.23537001
	4.2 SE(North), Lucknow Road, Timarpur Near insmas hospital, Delhi-54 Tel.no.23819832
	4.3 SE(E&M) W&S-II, E-39, Pyare Lal Building, Connaught Place, Delhi, Tel.no.23414990
5. Chief Engineer (Drainage) Projects-I, Room. No-301, Varunalaya Building, Ph-II, Karol Bagh, New Delhi-05 Tel. No. 23620235, E-mail: cecii.djb@ nic.in	5.1 SE(DR) Project- S & SW, Room No.301, III Floor, Jal Sadan, Lajpat Nagar, Delhi-24, Tel.no.29817104
	5.2 SE(DR) Project-W&C/ SE (RPC)/SE (IPC), Room No. 107, Varunalaya Phase-I, Jhandewalan, New Delhi-05 Tel.no.23510965
	5.3 Director (Safety & Disaster Management), Room No. 31, 'B' Building, Jhandewalan, New Delhi-110005 Tel.no. 23519047
	5.4 EO to CE (Drainage) Project-I, Room No301, Varunalaya Phase-II, Karol Bagh, N. Delhi-5 Tel.no.23620235
	5.5 SE(P) Drainage, Room No. 101-102 Varunalaya Phase-I, Karol Bagh, New Delhi, Tel.no. 23542171
6. Chief Engineer (Drainage) Projects-II, Room. No-314, Varunalaya Building, Ph-II, Karol Bagh, New Delhi-110005Tel. No. 23618077, Email: ceciii.djb@ nic.in,	6.1 SE(Drainage)East/NE, Varunalaya Phase-I, Karol Bagh, N. Delhi-5 Tel.no. 23678380-81-82 Extn. 244
	6.2 SE(Drainage)Project N & NW, Room No. 312, Varunalaya Phase-I, Karol Bagh, N. Delhi-5 Tel.no.23676027
7. Chief Engineer (Water) Projects, Room No-12, Varunalaya Ph-I, Karol Bagh, New Delhi, Tele fax no. 23541442	7.1 SE (Project) Water-II, Room No. 507, Varunalaya Phase-I, Karol Bagh, New Delhi Tel.no.23514140.
	7.2 SE(Planning) Water, Room No. 207 Varunalaya Ph-I, Karol Bagh, N. Delhi-5 Tel.no. 23675434
	7.3 SE(E&M) WC, Chandrawal WW No.2, Civil Lines, Delhi-85, Tel.no. 23813313
	7.4 SE(Project) W-III, Room No. 302 Varunalaya Ph-I, Karol Bagh, N. Delhi-5, Tel.no. 23520675
	7.5 SE(RWH) , Room No. 220 Varunalaya Ph-II, Karol Bagh, N. Delhi-5.
8. Chief Engineer Water Works, Chandrawal WW,-II, Civil Lines Delhi-54, Tel.no. 23810174, Fax No. 23810176	8.1 SE(WW)-II, Haiderpur WW, Delhi-85 Tel.no. 27552226
	8.2 SE(WW)-I, Chandrawal WW NO.2, Civil Lines Delhi-54 Tel.no. 23818171
	8.3 SE(WW)-III, Gokulpuri, Bhagirathi Water Treatment Plant, Gokulpuri, Warirabad Road, Delhi-94 Tel.no. 22566313
9. Chief Engineer (SDW) South East Kilkori Pumping Station Lajpat Nagar Delhi- 24, Tel.no. 29811360/ 29811352	8.4 Dy. Director (Horticulture) WW, Chandrawal Water Works-II, Civil Lines, Delhi-54, Tel.no. 23811418
	9.1 SE(SDW)-I, STP Plant, Kondli, New Delhi-110096.Tel.no. 22611333
	9.2 SE (SDW)-IV, Okhla STP, Mathura Road, N.Delhi-20Tel.no. 26842946
	9.3 Dy. Director (Horticulture) SDW, Room No. 201, Jal Sadan, Lajpat Nagar, N. Delhi-24, Tel.no. 29814916
10. Chief Engineer (SDW) North West New Administrative Block 12 MSTP, Keshopur, Delhi -110018	10.1 SE(SDW)-II, STP Riethala, Phase-I, Rohini, Delhi. Tel.no.27044350
	10.2 SE(SDW)-III, West-STP, Keshopur, New Delhi-18. Tel.no.28540803
	11.1 Joint Director of Revenue (HQ), Room No.509, Varunalaya Ph-II, Karol Bagh, Tel.no. 23614841
	11.2 Joint Director of Revenue (CN/NW), Room No.212,Varunalaya Ph-I, Karol Bagh.N.Delhi-5, Tel.no. 23520628
	11.3 Joint Director of Revenue (South/South West)/ Addl. Director Enforcement, Jal Sadan, Lajpat Nagar, N.Delhi, Tel.no. 298 19668
	11.4 Joint Director of Revenue (East/ North East), OHT, Preet Vihar, Delhi-92, Tel.no. 22467027
	11.5 Dy. Dir. (R) -I, N/NW, Sector - 6, Rohini, Delhi - 110085. Tel. No. 2704004
	11.6 Dy. Dir. (R) -II, W/SW, Club Road, Punjabi Bagh, Delhi - 110053. Tel. No. 25225639
	11.7 Dy. Dir. (R) -III, West, C-2/B, Janak Puri, OHT, Delhi - 110058. Tel. No. 25557475
	11.8 Dy. Dir. (R)/Enf., Varunalaya Ph. -I Karol Bagh, ND110005, Tel. No. 23511361
11. Director (Revenue), Room No.512, Varunalaya Ph-II, Karol Bagh, New Delhi-05, Tel.no. 23526205	11.9 Dy. Dir. (R) HQ-I, Room No. 507, Varunalaya Ph. -II, Karol Bagh, ND-110005 Tel. No. 23614841
	11.10 Dy. Dir. (R) HQ-II, Room No. 507,Varunalaya Ph.-II, Karol Bagh, ND-110005 Tel. No. 23557792
	12.1 Joint Director (Finance & Accounts)-I, Room no. 503 Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005 Tel.no.23558410, Tel.no.23678380-81-82 Extn.103
	12.2 Joint Director (Finance & Accounts)-II, Room No.114, Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005 Tel.no.23678380-81-82 Extn.314
	12.3 Dy. Director (Finance & Accounts)-III Room no. 413, Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005 Tel.no.23678380-81-82 Extn.114
	12.4 Dy. Director (Finance & Accounts)-IV. 'B' Building C/o ACA (P) DI, Karol Bagh, New Delhi-110005 Tel.no.23678380-81-82 Extn.264
	12.5 Dy. Director (Finance & Accounts)-V Room no. 504, Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005 Tel.no.23678380-81-82 Extn.104
	12.6 Director (Treatment & Quality Control), Central Laboratory Wazirabad , Delhi-54, Tel.no. 23814322
	13.1 Executive Engineer (EDP), Room no.504, Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005
	13. System Administrator, Room No-302, Varunalaya Building Ph-I, Karol Bagh, ND-110005, Tel.no. 23520675.
14.2 Assistant Commissioner (Bulk) Room no. 207 Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005, Tel.no.23678380-81-82 Extn.407	
14.3 Assistant Commissioner (D), Room no. 211, Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005, Tel.no.23614378, 23678380-81-82 Extn.411	
14.4 Assistant Commissioner (T), Room no. 212 Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005, Tel.no. 23678380-81-82 Extn.412	
14.5 Assistant Commissioner (CTB), Room no. 14, Ground Floor, Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005, Telno.23516255, Tel.no. 23678380-81-82 Extn.200	
14.6 Assistant Commissioner (G)-I, Room no.208 Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005 Tel.no. 23678380-81-82 Extn.408	
14.7 Assistant Commissioner (G)-II, Room no.208 Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005 Tel.no. 23678380-81-82 Extn.408	
14.8 Assistant Commissioner (P&M), Room no. 216 Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005, Tel.no. 23678380-81-82 Extn.416	
14.9 Assistant Commissioner (L&E), Room no. 309 Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005, Tel.no. Tel.no.23678380-81-82 Extn.509	
14.10 Project Director (Training), Room no. 3 Varunalaya Building Ph-I, Karol Bagh, New Delhi-110005, Tel.no.23612775, 23678380-81-82 Extn.259	
14.11 Public Relation Officer Room no. 306 Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005,Tel.no.23516261	

	14.12 Enquiry Officer (Water), Room no. 303, Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005, Tel.no.23510241 Tel.no. Tel.no.23678380-81-82 Extn.514
	14.13 Assistant Commissioner (Water), Room no.214, Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005 Tel.no.23544796
	14.14 Labour Welfare Officer , Room no.23, Varunalaya "B" Building Ph-I, Karol Bagh, New Delhi-110005 Tel.no.23522511
15. Director of Vigilance, Room no.401, Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005 Tel.no. 23556103	15.1 EE (Civil) Vigilance, Room No. 414-B, Varunalaya Ph-II, Karol Bagh, New Delhi.-05, Tel.no.23678380-81-82 Extn.518
16. Director (Enforcement/Bottling Plant), Room no.401, Varunalaya Building Ph-II, Karol Bagh, New Delhi-110005 Tel.no. 23556103	16.1 Officer-in charge (Bottling Plant), Graiter Kailash, New Delhi-110048, Tel.no.29234928
	16.2 Dy. Director (Enforcement) , Varunalaya Ph-I, Karol Bagh, New Delhi.-05, Tel.no.23511361