



OFFICE OF THE ADDITIONAL CEO
DELHI JAL BOARD
GOVT. OF NCT OF DELHI
VARUNALAYA PHASE-II
KAROL BAGH, DELHI



NO. DJB/ Addl. CEO/2026/ 18460

DATED: 13/05/2026

INSTRUCTIONAL ORDER

Subject: Appointment of Pairvi Officers in Divisional/Revenue/Administrative Offices for Monitoring of Court Cases

It has been observed that a large number of court cases pertaining to various Divisional Offices, Revenue Offices, and Administrative Wings of Delhi Jal Board are pending before different Courts, Tribunals, Forums, and Commissions. In several instances, these cases are not being properly monitored or followed up by the concerned divisional office, resulting in delays in compliances, lack of coordination with Contesting Counsels, and difficulties in effective representation before judicial forums.

Despite earlier directions issued in this regard, the system of appointing Pairvi Officers has not been implemented uniformly.

Now, therefore, the following instructions are hereby issued for strict compliance:

1. Appointment of Pairvi Officer

All Heads of Offices (HOOs) shall mandatorily appoint a Pairvi Officer in their respective Divisional Offices, Revenue Offices, and Administrative Wings where court cases are pending.

The officer shall be selected based on their capability, knowledge, and suitability for handling court matters.

2. Roles & Responsibilities

The designated Pairvi Officer shall:

Maintain a complete and updated record of all court cases pertaining to their office.

Ensure regular monitoring and follow-up of all pending cases.

Provide timely instructions, para-wise comments, and relevant records to the Law Office and Contesting Counsel.

Ensure timely compliance of court orders/directions.

Coordinate effectively with the Law Office and appointed Advocates.

Appearance of Pairvi officer before the court on every subsequent date for the case assigned to him.

Avoid any delay that may adversely affect the interest of Delhi Jal Board.

DD (IT)

uploaded on website

Prvi

15/05/2026

Dy. Director (IT)

Delhi Jal Board, GNCTD

Dy. No. 874 dt. 15/5/26

3. Handover of Charge

In case of transfer or change of posting, the outgoing Pairvi Officer shall mandatorily hand over complete charge of all court cases, along with records and status, to the successor officer.

In case of restructuring/merger of divisions, the concerned HOO shall ensure proper transfer of all case records to the successor office.

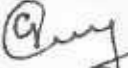
4. Contact Details & Communication

All HOOs shall ensure that updated contact details (mobile number & email ID) of the Pairvi Officer are maintained and shared with the Law Office and Contesting Counsels.

Any change in contact details of HOO and Pairvi Officer shall be immediately intimated to the Law Office as well as concerned Advocates.

Any lapse in monitoring, non-compliance of court directions, or failure to provide timely instructions shall be viewed seriously, and responsibility shall be fixed accordingly.

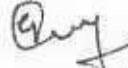
This issues with the approval of the Competent Authority.

 115126

(Cheemala Siva Gopal Reddy, IAS)
Addl. CEO, DJB

Copy to :-

1. CEO, DJB - for kind information.
2. Member (A)/ (F)- for kind information
3. CE(Nodal) Water/ Drainage
4. Director (A&P)/ (F&A)/ Vigilance/ Revenue
5. All CEs/ SEs (Civil/ E&M)
6. All EEs (Civil/ E&M)/ All ZROs
7. All DDOs

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(Cheemala Siva Gopal Reddy, IAS)
Addl. CEO, DJB