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**DELHI JAL BOARD: GOVT OF NCT OF DELHI
OFFICE OF THE CHIEF EXECUTIVE OFFICER
VARUNALAYA PH-II, KAROL BAGH, NEW DELHI**

No. DJB/CEO/2025/ D-476

Date : 21.06.2025

Subject : Work distribution of Members, Chief Engineers Nodal, Addl. CEO, Directors and Secretary, DJB

Sr No.	Member (Admin)	Work distribution	Assisted by
1		<ol style="list-style-type: none"> 1. Overall administrative functions of the organization, Policy implementation, and operational efficiency 2. Human resource management 3. Land & Estate issues. DJB building premises, properties, Assets management 4. Departmental and hired vehicles 5. To oversee various DJB administrative departments, ensuring compliance with Rules & Regulations, and making recommendations for organizational improvements 6. Management of record, replies, compliance and solutions of VIP references, Parliament matters, Assembly Questions and Assurances. 7. Monitoring of all types of grievances, PGMS, social media complaints, LG listening Post, CCR-1916, IT Infrastructure for grievances. Their Data base management. 8. Coordination with Public representatives and Assembly Constituency wise coordination. 9. To ensure timely DPCs/SCMs, restructuring of manpower, internal transfer of all the controlled staff under him as per requirement. 10. Management of all types of contractual, daily wager employees in DJB. 11. Preparation of Cabinet Notes in prescribed format for Admin issues 	<p>Director (A&P)</p> <p>Jt. Dir(A&P)</p> <p>Dy Directors concerned</p>

*Pragati Prasad
To Mr. Prasad*

*02/07/25
Pr. Prasad
23/6/25*

Chief Engineer (IT)
Delhi Jal Board, GNCTD

Dy. No. 476 dt 23/06/2025

Dy Director (IT)
Delhi Jal Board, GNCTD

Dy No. 1002 dt 23-06-25

		<p>12. Board meetings preambles for subject of Responsibility</p> <p>13. Social Media and PR Management of DJB, newspaper Advertisements</p> <p>14. Coordination with press, media</p> <p>15. Public outreach, public awareness, NGOs Civil society, schools and institutional coordination for all DJB activities</p> <p>16. Incharge of all GoI and GNCTD Ceremonies related issues and DJB related events</p> <p>17. Coordination of Dignitaries visits/programmes associated with DJB including Inauguration, Foundations programmes etc.</p> <p>18. All activities related to Disaster Management and Preparedness, Sewer overflow and water logging problems due to DJB issues, Summer Action Plan, Water Scarcity Management</p> <p>19. To provide administrative advice and guidance to top Management</p> <p>20. Any other task assigned from time-to-time</p>	
2	Member (Finance)	<p>1. Overseeing all financial aspects of the Board, including accounting, budgeting, expenditure control, financial planning, Revenue Management, and financial reporting.</p> <p>2. Coordination with GoI, Finance Deptt and MoUD, external funding agencies for financial issues</p> <p>3. Compliance of financial norms, standards like SOR, GCC, CPWD/Finance Deptt. Norms, Financial Manual/ CAG implementation in contracts, work orders, RFPs</p> <p>4. Budget compliances, Planning, allocation</p> <p>5. Projects and works monitoring, Projects Planning, Budgeting</p>	<p>Director (F&A)</p> <p>Jt Dir(F&A)-I</p> <p>Jt. Dir(F&A)-II</p> <p>Dy Dir (F&A)-I</p> <p>Dy Dir (F&A-II)</p> <p>Director (Rev)</p> <p>Jr. Dir(R)</p>

		<ol style="list-style-type: none"> 6. Financial assurance compliances 7. Internal and external auditing, CAG/Finance & Other audit coordination & compliances 8. Monitoring of all financial implications activities 9. To provide financial advice and guidance to top Management 10. Management of Revenue Management System, Billing collection, Bill related grievances, connections efficiency legal compliances 11. Transfer of Finance, Accounts & Revenue staff 12. Revenue Monitoring and Enforcement 13. Hiring of IT infrastructure for Revenue Management System (RMS) 14. Preparation of Cabinet Notes in prescribed Format 15. Board meeting preamble on Finance & Revenue Issues 16. Media coordination and public outreach programme for water and sewer connections and Billing issues 17. Monitoring of all Revenue implications activities 18. Any other task assigned from time-to-time 	<p>Dy Dir(R)</p> <p>ZRO(HQ)</p>
3	Addl. CEO	<ol style="list-style-type: none"> 1. Court cases and compliances 2. Tribunal Cases and compliances 3. Legal issues, Arbitration cases, Advocate Counsel Management 4. All external meetings proceedings and Compliances, presentations, follow up 5. Coordination with all external Departments on behalf of DJB 	<p>Dy Director (Law) and concerned Dy Directors</p>

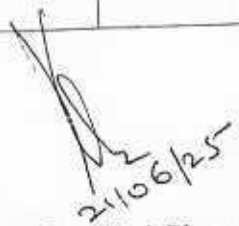
		<p>6. Govt of India Deptt & Ministries coordination related to DJB issues</p> <p>7. Coordination of DJB issues with other State Govts</p> <p>8. Any other task assigned from time-to-time</p>	
4	Director (A&P)	<p>1. Overall administrative functions of the organization, Policy implementation, and operational efficiency</p> <p>2. Human resource management</p> <p>3. Land & Estate issues. DJB Building premises properties, Assets management</p> <p>4. Departmental and hired vehicles</p> <p>5. To oversee various DJB administrative Departments, ensuring compliance with Rules & Regulations, and making recommendations for organizational improvements</p> <p>6. Management of record, replies, compliance and solutions of VIP references, Parliament matters, Assembly Questions and Assurances</p> <p>7. Monitoring of all types of grievances, PGMS, social media complaints, LG listening Post, CCR- 1916, IT Infrastructure for grievances. Their Data base Management</p> <p>8. Coordination with Public representatives and Assembly Constituency wise coordination</p> <p>9. To ensure timely DPCs/SCMs, restructuring of manpower, internal transfer of all the controlled staff under him as per requirement</p> <p>10. Management of all types of contractual, daily wager employees in DJB</p> <p>11. Preparation of Cabinet Notes in prescribed format- Board meetings preambles for subject of Responsibility</p> <p>12. To assist Member (A) in admin related works</p>	<p>Concerned</p> <p>Jt Director (Admin),</p> <p>Dy Directors</p>

		<p>13. In addition to above, Nodal Officer for South Maintenance zone for the below mentioned activities:</p> <ul style="list-style-type: none"> • Coordination of Projects planning, Execution, & Monitoring • Coordination of Assembly Constituency and Public representatives related issues • Disaster/ Crisis Management (Sewer overflow, Water logging, drinking Water shortage etc) • Public Grievances Solution • Supervision of increasing Sewer and Water Connections • Supervision of Revenue and Billing activities <p>14. Any other task assigned for South Maintenance zone from time-to-time</p>	
5	Director (F&A)	<ol style="list-style-type: none"> 1. Budget compliances, Planning allocations 2. Projects and works monitoring, Project Planning and budgeting 3. Financial assurance compliances 4. Internal and external auditing, CAG/ Finance & Other audit coordination & compliance 5. Accounts preparation at HQ, Division and all assigned offices of DJB 7. Internal Auditing and External Auditing 8. Smooth running of all Finance software, PFMS and related softwares 9. Monitoring of all financial implications activities 10. To assist Member (Fin) in Finance related works 	<p>Jt Dir(F&A)-I</p> <p>Jt. Dir(F&A)-II</p> <p>Dy Dir (F&A)-I</p> <p>Dy Dir (F&A)-II</p>

		<p>11. In addition to above, Nodal Officer for Central/Central-North Maintenance zone for the below mentioned activities :</p> <ul style="list-style-type: none"> • Coordination of Projects planning, Execution, Monitoring • Coordination of Assembly Constituency and Public representatives related issues • Disaster/ Crisis Management (Sewer overflow, Water logging, drinking Water shortage etc) • Public Grievances solution • Supervision of increasing sewer and water Connections • Supervision of Revenue and Billing activities <p>12. Any other task assigned for Central/Central-North Maintenance zone from time-to-time</p>	
6	Director (Vigilance)	<ol style="list-style-type: none"> 1. To deal with disciplinary matters for decision by the Disciplinary Authority. 2. Preventing, detecting and punishing corruption in DJB 3. Social Media PR Management of DJB. Coordination with press, media, newspaper Advertisements 4. Public outreach, public awareness, schools and institutional coordination for all DJB activities 5. Incharge of all GoI and GNCTD Ceremonies related issues DJB related events 6. Coordinators of Dignitaries visits/programmes associated with DJB inauguration, Foundations etc. 7. Sewer overflow and water logging problems due to DJB issues Management, Summer Action Plan, Water Scarcity Management, Disaster Management and Preparedness 8. To assist CVO in vigilance matters of Delhi Jal Board. 	<p>JD (Vig)</p> <p>SE(Vig)</p>

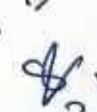
		<p>9. In addition to above, Nodal Officer for East Maintenance zone for the below mentioned activities :</p> <ul style="list-style-type: none"> • Coordination of Projects planning, Execution, Monitoring • Coordination of Assembly Constituency and Public representatives related issues • Disaster/ Crisis Management (Sewer overflow, Water logging, drinking Water shortage etc) • Public Grievances solution • Supervision of increasing Sewer and Water Connections • Supervision of Revenue and Billing activities <p>10. Any other task assigned for East Maintenance zone from time-to-time</p>	
7	Director (Rev)	<ol style="list-style-type: none"> 1. Revenue Management System, Billing collection, Bill related grievances, connections efficiency 2. Revenue Monitoring, smooth operation of Revenue Softwares, Apps, RMS, Cyber Audits data protection 3. Hiring of IT infrastructure for Revenue Management System (RMS) 4. Public outreach programme for water and sewer connections and Billing issues 5. Monitoring of all Revenue implications activities. 6. To assist Member (F) in Revenue related matters of Delhi Jal Board. 7. In addition to above, Nodal Officer for West Maintenance zone for the below mentioned activities : <ul style="list-style-type: none"> • Coordination of Projects planning, Execution, Monitoring 	<p>Jt Directors</p> <p>Dy Directors</p> <p>ZROs</p>

8	Secretary DJB	<ul style="list-style-type: none"> • Coordination of Assembly Constituency and Public representatives related issues • Disaster/ Crisis Management (Sewer overflow, Water logging, drinking Water shortage etc) • Public Grievances solution • Supervision of increasing Sewer and Water Connections • Supervision of Revenue and Billing activities <p>8. Any other task assigned for West Maintenance zone from time-to-time</p> <ol style="list-style-type: none"> 1. Arranging Board meetings, and preparing Preambles, following meeting procedures 2. Preparing Minutes of Board meeting, approval of competent authority and circulate to all for compliance. 3. Sending compliances of Board meetings to Hon'ble Chairman and Board Members 4. Coordination with Hon'ble Chairman and Vice Chairman offices for DJB internal issues, their follow up, compliances, & reporting. 5. Nodal officer for RTI matters pertaining to DJB 6. Assisting Addl. CEO in all his work distribution. 	
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 21/06/25
 (Kaushal Raj Sharma)
 Chief Executive Officer, DJB

To

1. All Members
2. Addl. CEO/CVO/Secretary, DJB/ all Directors
3. All CEs/SEs/EEs/JDs/DDs

(E OT) / *Touphand*
PM 21/6/25

 23/6/25