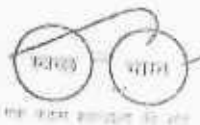
	<p>DELHI JAL BOARD: GOVT. OF NCT OF DELHI OFFICE OF THE JT.DIRECTOR(ADMN./CORD.) VARUNALAYA PHASE-II KAROL BAGH, NEW DELHI-110005 PHONE:- 011-23544796 E-mail:- ac.water22@yahoo.co.in</p>	
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F.No.DJB/DD(W)/2025/ 13464

Dated: 12.03.2025

INSTRUCTIONAL ORDER

It has been observed that many Officers/Officials are not adhering to time schedule, while attending to their duties at their office, which besides being violative of the extant instructions, is also counterproductive to organisational discipline and efficiency.

Effective immediately, the following directives are to be strictly adhered to:

Punctuality: All staff members must report to their respective rooms by 09.30 AM. Doors of the offices must be unlocked and ready for operation at this time.

Attendance Register: Attendance registers must be maintained accurately and signed by each staff member upon arrival. The attendance records will be reviewed regularly.

Presence in Office: All officers and staff members must be present in their assigned rooms during office hours unless they are on official duty outside and for which separate movement register be maintained. Unauthorized absence will be taken seriously.

Accountability: Office heads are responsible for ensuring that their teams comply with these directives. They should monitor attendance and punctuality within their office.

Disciplinary Action: Non-compliance with these directives will result in strict disciplinary action against the defaulters, in accordance with the DJB rules & regulations.

Dy. Director (IT)
 Delhi Jal Board, GNCTD
 Dy. No. 326 dt 17-03-25

(Amit Kumar Jain)
 Director(A&P)

All DDOs/Controlling Officers-for strict compliance

D.D. 

Copy for kind information to:

1. CEO, DJB
2. Member (Admn.)/(Fin.)/(WS)/(DR.)/CVO
3. All Directors/Addl. CEO/Secretary, DJB
4. All Chief Engineers/All S.Es
5. All Jt. Directors/Dy. Directors/CSO
6. EE (EDP)-with the request to upload the same on the website of DJB.


Director(A&P)

~~Dr. I~~ / Prog I

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18/3/15

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17/3/15