DELHI JAL BOARD
GOVT. OF N.C.T. OF DELHI
OFFICE OF THE DEPUTY DIRECTOR (G)-I
Varunalaya Phase- II, Karol Bagh, New Delhi
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No.F.DJB/D.D.(G)-I/ Info./PD/2026 / 41726 Dated:- 21.10.2026

Dy. Director (IT)
Delhi Jal Board, GNCTD
Dy. No. 1920 dt 23/10/2026

CIRCULAR

Subject: Review and rectification of anomalies in pay fixation arising out of merger/upgradation of the post of Assistant Pump Driver (APD) to Pump Driver (PD) – reg.

The Competent Authority has approved the minutes of the meeting convened to examine the anomalies arising in pay fixation consequent upon the merger/upgradation of the post of Assistant Pump Driver (APD) to Pump Driver (PD). Pursuant to the said approval, the recommendations of the Committee constituted to examine the matter are hereby communicated for necessary action and strict compliance by all concerned.

Accordingly, the following instructions are issued:

1. Admissibility of benefit under FR 22(I)(a)(1)/Rule 13

It has been decided that the benefit of pay fixation under FR 22(I)(a)(1)/Rule 13 shall not be admissible in cases involving the merger/upgradation of the post of Assistant Pump Driver (APD) to Pump Driver (PD). The pay fixation in all such cases shall, therefore, be regulated strictly in accordance with the applicable Fundamental Rules, the CCS (Revised Pay) Rules, 2016, and the relevant instructions issued by the Government of India from time to time.

2. Review of pay fixation and Date of Next Increment (DNI)

All Drawing and Disbursing Officers (DDOs) concerned shall undertake a comprehensive review of the pay fixation and the Date of Next Increment (DNI) of all employees whose pay was fixed vide Office Order No. 70 dated 01.04.2022, in the context of the aforesaid merger/upgradation.

The review shall be conducted with due diligence and strictly in accordance with FR 23, the CCS (Revised Pay) Rules, 2016, and the extant instructions issued by the Department of Personnel and Training (DoPT), Government of India, as applicable. The DDOs shall specifically verify the correctness of the pay fixed, the admissibility of the increment benefit, the date of effect of such fixation, and the consequential DNI, wherever applicable.

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3. Submission of cases involving excess payment

In cases where the review reveals any excess payment arising out of incorrect pay fixation or grant of an inadmissible benefit, the DDO concerned shall prepare and forward a complete case, duly verified and supported by relevant records, to this office within three months from the date of issue of this Circular.

The proposal shall invariably include the following particulars:

(i) Details of the employee, including name, designation and employee code;
(ii) Particulars of the original pay fixation and the proposed/revised pay fixation, along with the applicable rules and grounds for revision;
(iii) The revised Date of Next Increment (DNI), wherever applicable;
(iv) A detailed statement of the excess amount paid, indicating the period involved and the financial implications;
(v) Copies of the relevant office orders, pay fixation statements, service records and other supporting documents; and
(vi) Any other information considered necessary for proper examination of the case.

The complete cases so received shall be examined for obtaining appropriate legal advice regarding the admissibility, extent and procedure of recovery of the excess amount, wherever warranted, in accordance with the applicable rules and instructions. The submission of such cases shall not, by itself, be construed as an authorization to initiate recovery proceedings.

4. Review of specific cases

In addition to the general review prescribed above, the pay fixation of the following employees shall be specifically examined and verified, as discrepancies have been noticed in the matter of grant of increment/pay fixation:

(i) Sh. Raj Kanwar, Employee Code: 40008020, Shift Incharge, C/o EE(E&M) M-4.

(ii) Sh. Mahesh Kumar, Employee Code: 40014527, Pump Driver, C/o EE(E&M) M-10.

The DDOs concerned shall scrutinize the relevant service and pay records of the above employees, determine the admissibility of the benefits already extended, and carry out re-fixation of pay and revision of DNI, wherever required, strictly in accordance with the applicable rules and instructions. The findings, along with the revised calculations and supporting documents, shall be placed on record and submitted to this office for further necessary action.

5. Responsibility for compliance

All DDOs and officers concerned shall ensure that the aforesaid exercise is completed in a systematic, accurate and time-bound manner. The review shall not be confined merely to the arithmetical verification of pay; rather, the admissibility of the benefits granted and the consequential financial implications shall also be duly examined with reference to the applicable rules.

The officers concerned shall ensure that the cases are complete in all respects before submission, so as to facilitate expeditious examination and avoid unnecessary correspondence or delay. Compliance with the instructions contained in this Circular shall be accorded due priority.

This issues with the approval of the Competent Authority.

Sd/-
(Pardeep Kumar)
DEPUTY DIRECTOR

Copy to:-

1. PA to Member (Admin.) : for kind information.
2. PA to Director (A&P) : for kind information.
3. All DDOs
4. DD(IT) with the request to upload the said circular of the website of DJB.

19/10/24
DEPUTY DIRECTOR