



**DELHI JAL BOARD**  
**GOVT. OF NCT OF DELHI**  
**OFFICE OF THE DIRECTOR (A&P)**  
**VARUNALAYA PHASE-II: KAROL BAGH, NEW DELHI-110005**



No. DJB/Dir.(A&P)/Misc./2025/ 439

Dated: - 26.11.2025

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**Advisory**

It has been observed that the practice of Controlling Officers unilaterally surrendering staff is being resorted to frequently. This action is often taken on grounds such as non-performance, dereliction of duty, or an officer proceeding on long leave (with or without valid reasons).

Unilateral surrender on the grounds of non-performance can bring a stigma upon the concerned officer. In the interest of natural justice, the officer must be given a fair chance to explain their position before any such action is taken. Such surrenders create significant problems for the Cadre Controlling Authority. There may not be an available post against which the officer's salary can be drawn until a new posting is arranged. Simply transferring an officer due to non-performance or under-performance from one office to another does not solve the basic problem of the individual's performance deficiency.

If an Official/Officer is not performing well or is derelict in their duties, the appropriate course of action must be taken under the relevant Conduct Rules. Initiate action against the officer/official for non-performance or dereliction of duty as per the governing rules. Record the instances of non-performance or under-performance clearly in the officer's/ official's performance appraisal. This procedure provides the concerned officer/official with a chance to explain their position and serves as a necessary deterrent against non-performance, under-performance, or dereliction of duty.

In view of the above, all Controlling Officers are hereby directed to desist from unilaterally surrendering any officer/official.

- If a Controlling Officer is dissatisfied with an officer's performance, action must be initiated under the relevant rules.
- If, at the stage of taking action under the rules, it is warranted that the officer should be transferred out, a formal request may be made to the Administration. Such a request, following the prescribed procedure, will be considered on priority.

If, despite these instructions, any Controlling Officer surrenders an officer/official unilaterally without following the above procedure, such surrender would be presumed to have been made along with the post. No replacement will be provided to the concerned Controlling Officer/Office against such unauthorized surrenders.

Strict adherence to these instructions is mandatory.

(Manoj Kumar)  
 Director (Admn. & Personnel)

All CEs/SEs/Jt. Directors/Dy. Directors/EEs/Admn. Officers/ZROs/MOIs.

Copy to:-

1. Chief Executive Officer for information please.
2. All Members.
3. All Directors.

Dy. Director (IT)  
 Delhi Jal Board, GNCTD

Dy. No. 2005 dt 28/11/25

Director (Admn. & Personnel)  
 26/11/25

DD (IT) To upload website  
 Poojit IIT  
 28/11/25