

**DELHI URBAN SHELTER IMPROVEMENT BOARD**  
**GOVT. OF NCT OF DELHI**

No.PS/M(A)/DUSIB/D-3

Dated: 30.09.2014

**CIRCULAR**

In accordance with the Circular No.PS/CEO/DUSIB/2014/D-176 dated 26<sup>th</sup> Sept., 2014, the Central Registry Unit (CRU-2) is being made operational in Room No.35, Punarvas Bhawan w.e.f. 1<sup>st</sup> October, 2014. As instructed, all the DAK will be received in this Unit.

Hence, the diary / dispatch registers of each section at all levels of hierarchy, will be closed w.e.f. 30.09.2014 and these registers will be handed over to Caretaking Branch.

The Caretaking Branch will prepare a list of these registers. A database of all the DAK received and recorded in these DAK registers, received during the last three months, shall be prepared by employing Data Entry Operator for monitoring its disposal.

  
Member (Admn.)

**Distribution:-**

CEO

All Members

CE-I & II

CVO

All Directors

All SEs

Dy. Director (Caretaking) to ensure taking over of all the registers and safe custody.

Dy. Director (System) to provide Data Entry Operator for the above purpose.