

DELHI URBAN SHELTER IMPROVEMENT BOARD
Government of National Capital Territory Delhi
Punarwas Bhawan, I.P. Estate, New Delhi-110002

No. D/132/PS/M(A)/2014

Dated : 28.03.2014

CIRCULAR

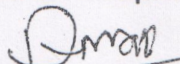
Sub: Charge handing and Taking over

General instructions have been issued in the past that a proper record of handing over and taking over of files/documents and other records should be maintained by each staff on his transfer. These are standard office procedure and are required to be followed by all Government officials. It has been observed that even after these instructions proper handing and taking over of charge is not done by officials. Such action is in contravention to the established office procedures.

It is, hereby, once again stressed upon all the employees to ensure that proper handing and taking over of all files and documents is done at the time of transfer. A list of all such files/documents with their numbers, subject and number of pages be prepared and signed by the relieving as well as the relieved officials and a copy of the same also be kept in a separate file in the section. This will also help in proper documentation of records.

All the Controlling Officers are also directed to ensure that the process of handing-taking over is strictly followed by the employees working under them and they will also be responsible for any lapses on this account. Even if an employee has been ordered to be stand relieved, after joining at new place, he should be allowed time to go back in his old place of posting to properly hand over the charge.

These instructions should be strictly followed and wherever, charge handing over has not been done during recent transfers, should be completed in a week's time. All the Controlling Officers should also submit a compliance report to this effect. Failure to follow these instructions will invite disciplinary action.

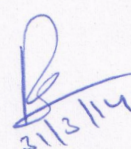

(PANKAJ ASTHANA)
Member (Administration)

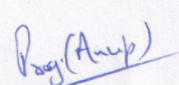
Copy to :

1. CE I & II
2. All SEs
3. All Ex.Engineers
4. All Directors
5. All Deputy Directors (system)
6. Architect

Copy for information:

Chief Executive Officer.

P1. upload urgently.

31/3/14


Raj(Ausp)

R-653/2013/14
31/3/14