

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI

No. M(A)/PS/2016/D- 13

Dated: 30th June, 2016

CIRCULAR

It has been observed that copies of routine correspondence like sealing/de-sealing orders, letter to police for assistance, routine letters of communication etc. are being marked to all senior officers as well as other officers.

Such practice does not serve much purpose and, on the contrary, generates lot of avoidable paper work and causes wasteful expenditure.

All the officials and staff are hereby advised to refrain from such practice. After obtaining approval of competent authority in the file, the letters should be addressed to concerned authority or individual only and copy, if required, be marked to only relevant authorities from whom some action or information is expected and need not to be marked to all authorities just for information.

It is further clarified that only administrative/executive orders, circulars, policy documents and other important correspondence which require attention or need to be brought to the notice of all concerned, should be circulated amongst all officers. A copy thereof should be placed in the Guard file.

All the officials and staff are advised to adhere to these instructions scrupulously.


(Pankaj Asthana)
Member(Admn)

Copy to:

1. CE-I & CE-II
2. Principal Directors
3. All Directors/SEs/FA/BFO
4. All Dy. Directors/Ex. Eng/Law Officer
5. Office copy/Guard File
6. Notice Board (e-office)
7. Guard file (Admn Section)
8. I.T Cell for uploading on DUSIB website

Copy for information to:

- (i) CEO
- (ii) All Members

Member(Admn)

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9/7/16