

DELHI URBAN SHELTER IMPROVEMENT BOARD
GNCT of Delhi
Punarvas Bhawan, New Delhi - 110002

NO:

Dated:10/10/2014

OFFICE ORDER

In order to overcome the difficulties being faced in implementing the CRU System for e-office, the following decisions have been taken:-

1. All court related documents, bills in original, legal documents for lease / mutation etc. should be received in CRU. Covering letter / Request letter etc. will be scanned and forwarded to concerned section along with original documents which should be recorded in their respected diary register.
2. Confidential letters will be received in respective section.
3. Files from Govt. Of NCT Of Delhi will be received in CEO / Member(s) office as the case may be and sent to respective section (e-office mode can also be adopted for sending files downwards).
4. Internal correspondence be made on e-office. However, till the e-office is functional in all sections, the manual mode may be continued. Such internal Dak should be sent to respective section and not routed through CRU.
5. Dispatch of letters be continued from concerned section.

In view of the above, the section may maintain a diary / dispatch register in their office, for limited use for the purpose as mentioned above.

The above arrangement will remain in force upto 31 October 2014, till an appropriate solution is explored to implement the e-office in totality.


Member (Admn)

Copy to:

1. Member (Finance) / Member (Engineering)
2. All Heads of Branches