

**DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(CARE - TAKING BRANCH)**

F.No. I/133/2015-CTB/D-146

Dated:- 28/11/2016

CIRCULAR

Sub:- Issue of Winter uniforms for Group 'C' & 'D' employees for the block year 2013-16 & Summer Uniforms for the block year 2013-15.

All the Divisional/Sectional Heads of the Delhi Urban Shelter Improvement Board are requested to kindly send the requirement of Winter Uniforms articles of the eligible Group C & D employees working under their control for the block year 2013-16 & Summer Uniforms for the block year 2013-15 as per annexure attached.


In order to assess the exact total requirement of each item, all controlling officers viz. C.Es, S.E's, Directors, Ex. Engineers, and SO(S) etc. are requested to furnish their consolidated requirement covering all eligible employees working under their administrative control(including divisions), in the enclosed proforma within 07 days positively to the Asstt. Director(CT) office, Vikas Kuteer, I.P. Estate, New Delhi-110002.

The indents received after expiry of the stipulated date will not be considered, whatsoever, and the responsibility for non-providing the uniform to the employees will rest upon the controlling officers concerned.

You are requested to give a certificate to the effect that the numbers of employees as recommended for issue of uniforms are eligible to get the winter uniforms as per rule. In case the employees recommended for uniform are not eligible, the officer concerned will be responsible for replying to the audit objection.

This may be treated as 'MOST URGENT'

Note:- REQUIREMENT IN RESPECT OF DIVISION/CIRCLES SHOULD BE FURNISHED STRICTLY AS PER PERFORMA ENCLOSED. NO INDENT/REQUIREMENT WILL BE ENTERTAINED IN DIFFERENT PERFORMA.


Dy. Director (CT.)

Distribution:-

1. EA to Chief Engineer(S)
2. All EAs to SEs
3. All EEs
4. All Sectional Heads
5. Office Copy

Copy for information to :-

1. P.S. to CEO (DUSIB) for kind information of the latter.
2. P.S. to Member (Admn.) for kind information of the latter.

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The Security Staff shall also be issued the following livery articles.

- | | |
|---------------------------------|-------------------|
| (vii) Barrette cap with badges. | 1 in 1 year |
| (viii) Shoulder badges | 1 pair in 2 years |
| (ix) Webbing belt | 1 in 3 years |
| (x) Whistle | 1 in 5 years |
| (xi) Line Yard | 1 in 5 years |

2. STAFF CAR DRIVER/LIFT OPERATOR AND DISPATCH RIDERS.

- | | | |
|---------------------------------|-----------------------|-----------------------|
| 1. Woolen serge. | 2.65 mtrs. | 1 in 2 years |
| 2. Woolen blazer for over coat. | 2.25 mtrs. | 1 in 5 years |
| 3. Nylon socks (Navy blue). | 2 pairs in
3 years | 2 pairs in
3 years |
| 4. Shoes(Black) | 1 pair | 1 pair in
2 years |

3. GENT EMPLOYEES OTHER THAN S/G., S.C.D., LIFT OPERATORS.

- | | | |
|---------------------------|------------|--------------------|
| 1. Woolen Blazer. | 2.75 mtrs. | 1 in 2 years |
| 2. Woolen Jersey. | 1 No. | 1 in 3 years |
| 3. Navy blue nylon socks. | 2 pairs | 2 pairs in 3 years |
| 4. Black Shoes | 1 pair | 1 pair in 2 years |

3.B LADIES

- | | | |
|-----------------------------------|------------|--------------------|
| 1. Blazer cloth for half coat. | 1.80 mtrs. | 1 in 3 years |
| 2. Woolen Jersey. | | 1 in 3 years |
| 3. Nylon socks (Navy blue color). | | 2 pairs in 3 years |
| 4. Black Shoes | | 1 pair in 2 years |

WINTER LIVERY ITEMS

S. No.	Item No.	Qty. to be issued	Duration
1.	Woolen serge for pant & shirt for Security Guards.	3.00 mtr.	1 in 2 years
2.	Woolen Blazer/over coat to H.S.G.	2.25 mtr.	1 in 5 years
3.	Woolen for security staff jersey.	1 Pair	1 Pair in 3 years
4.	Nylon socks for Security Guards.	2 pair	2 Pair in 3 years
5.	Shoes Black (Gents).	1 pair	1 Pair in 1 year
6.	Blanket(for Security Guard only).	1 No.	In 03 years

SUMMER LIVERY ITEMS

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28/11/16

S. No.	Categories	Item	Duration
1.	Security Guards	Terricot (2.75 mtrs.)	2 Suit for 2 years
2.	Staff Car Drivers	Terricot (2.75 mtrs.) Black Sandal	3 Suit for 2 years 1 pair every year
3.	Lift Operators/D. R.	-Do-	2 suit for 2 years
4.	For others (all categories)Gents	Terricot (2.75 mtrs.) Black Sandal Pagri cloth **	2 suit for 2 years 1 pair every year 22 mtrs. in 2 years
5.	For others (all categories)Ladies	Ladies Sandal Terricot Saree Terricot Blouse Peticot Cloth Terricot Suit Dupatta Cloth	1 pair every year 2 saree in every year 3 mtr. in every year 6.75 mtr. every year 8.50 mtr. every year 4 mtrs. Every year


27/11/16