

DELHI URBAN SHELTER IMPROVEMENT BOARD
CARE - TAKING BRANCH

No.F/1388/41/Misc/CTB/DUSIB/2014/D-401


Dated: 04/8/14

CIRCULAR

During the visite of Member(Admn.) at Vikas Kuteer on dated 23/07/2014 it has been observed that huge number of old almirahs & other unused items are lying in corridors of the office premises most of the almirahs were found having old record /files and unlocked without any marking of section etc. which has been viewed seriously.

With a view to streamline the office system, all the sectional Heads are requested to identify the almirahs of their section and keep almirahs in respective office rooms and all the condemned, dilapidated and broken items such as, fixture furniture, electric, electronics, Computer etc. be returned to Care-Taking Branch/IT Branch and concerned Electrical Division.

This may be treated most urgent and be completed within 10 days from issue of this circular. Member (Admn.) has also desired to visit Vikas Kuteer after two weeks to see the progress of above instructions.


Dy. Director(CT)

Distribution:-

All Section Head

Copy for information to:-

1. P.S to CEO (DUSIB)
2. P.S to Member (Admn.)
3. Office Copy.

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