

DELHI URBAN SHELTER IMPROVEMENT BOARD
OFFICE OF THE CHIEF EXECUTIVE OFFICER
PUNARWAS BHAWAN, I.P. ESTATE NEW DELHI - 110 002

No. PS/CEO(DUSIB)/2013/D- 24

Dated: 30/01/13

CIRCULAR

It has been noticed that no proper handing over and taking over takes place when an official is transferred from one section/seat to another section/seat. The records which are being handed over to the charge taking official are not properly noted. As a result, it has been noticed, that some important papers/files are misplaced. It is absolutely necessary to keep and maintain the records in proper format and reconciled.

Henceforth, it is directed that all officials taking over a new section/seat will take over the records from the relieving official under authentication and signature of the relieving official. Both officials shall prepare the records of files/other papers being handed over/taken over and both officials shall sign over list of files/papers being taken over/handed over. A copy of this will be maintained by each official. A copy be also given to the concerned Section's Head. It will be primary responsibility of the official taking over that all records are reconciled and properly taken over. If any record is being misplaced subsequently it will be the responsibility of the official taking over and it will be presumed that any record/file has been misplaced after the official has taken over. These instructions come into force with immediate effect.

Director of concerned Sections shall ensure that the relieved official and relieving official have properly handed over the charge alongwith all the files etc.

Amy 30.01.2013
(Amar Nath)

Chief Executive Officer
30th January 2013

1. Member (Admn.)
2. Member(Finance)
3. Chief Engineer-I
4. Chief Engineer-II
5. All Suptdg. Engineers
6. All Directors
7. All Dy. Directors