

Delhi Urban Shelter Improvement Board
Government of NCT of Delhi
(Administration Branch)

Diary No. 842 DD/IT/UP
Date 25/7/25
Computer Division (DUSIB)
Govt. of NCT of Delhi

Room No. F-4, Vikas Kutir,
IP Estate, New Delhi-02.

F. No.: GA/1076/27/Admn./Misc/2020/D- 907

Date: 24.07.2025

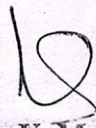
CIRCULAR

It has been observed that on various occasions the request of RWC/Work Charge/Muster Roll Employees for Promotion/ NFSG/ MACP/Issuance of NOCs for visiting abroad/acquiring passport etc have been forwarded to Administration Branch. All the Service matters of Permanent/Regular employees of DUSIB appointed against the Establishment Posts falls under the purview of Administration Branch and All the Service matters of RWC/Work Charge/Muster Roll employees of DUSIB falls under the purview of Coordination Branch as such the employees of RWC/Work Charge/Muster Roll have been appointed through Coordination Branch of DUSIB and are regulated by them.

In this regard, it has been noticed that the files/NOCs/FUC of RWC/Work Charge/Muster Roll employees is transferred from one section to another which is causing unnecessary delay and grievances to such employees.

Now, to streamline this recurring issue and for timely disposal of all the Service Matters such as NFSG/ MACP/Issuance of NOCs for visiting abroad/acquiring passport etc of RWC/Work Charge/Muster Roll employees of DUSIB, Coordination Branch is directed to process the matter at their own end and no correspondence in this regard shall be forwarded to Administration Branch.

This issues with the approval of Pr. Director (Admin.), DUSIB.


24/7/25
U. M. Rao

Dy. Director (Admin)

Distribution:-

1. PS to CEO(DUSIB) for information to CEO (DUSIB).
2. PS to Member(Admn./Engg./Fin.) for information to Member(Admn.).
3. All sectional heads, DUSIB.
4. Dy. Director(System/IT) with the request to upload on DUSIB official website portal.
5. Office copy/Guard file.

Programmer ———— ADG/IT) ————
25/7/25 ———— 25/7/25