

Delhi Urban Shelter Improvement Board
Govt. of NCT of Delhi
Office of Member (Administration)

No. PA/Member (Admin)/DUSIB/2019/A-58

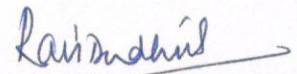
Dated: 27.6.2019

Office Order

While receiving the files in this Office it is revealed that the provisions of the Manual of Office Procedure are not being followed properly by the various branches for which urgent corrective measures are required to be initiated for rectification of these deficiencies.

Accordingly, henceforth, it will be the responsibility of Sectional Incharge to ensure the following before submitting the files to higher authorities:

1. That every file should invariably bear computer diary number.
2. Paging on noting and correspondence side is made completely.
3. Paragraph numbers on note portion as well as page numbers on correspondence side be mentioned in each and every file.
4. As far as possible flagging of relevant portion be made of the referred portion.
5. File movement should not be recorded on the file covers by the diarist.
6. Voluminous File should be discouraged. Part file should be opened in continuation of previous file.
7. When putting up a note to a senior officer, it should, as far as possible, be not taken at the bottom of the page. There must be space for the officer's comments and significance on the same sheet.
8. If a new sheet is used with a new sentence, the following should be written: "-from pre-page". The note can continue on the next line.
9. There should always be an extra blank noting sheet attached in the noting portion.



(Ravi Dadhich)

Member (Administration)

Distribution:

1. All Chief Engineers
2. All Directors / all SE's
3. B&FO
4. All Dy. Directors / Executive Engineers / all DCA's / Law Officer
5. Office copy.

Copy for kind information to:

- CEO