

OFFICE OF THE CHIEF EXECUTIVE OFFICER
DELHI URBAN SHELTER IMPROVEMENT BOARD
C' WING, 4th FLOOR, VIKAS BHAWAN-II,
CIVIL LINES, DELHI
Email: delhishelter@gmail.com

No. PS/CEO/DUSIB /2014/D- 68

Dated; 18th March, 2014

ORDER

It is seen from the **File Monitoring System** that officers are not monitoring the file movement system. Huge pendency is being shown with various officers. It is not clear from the pendency whether these files are pending with the officers or they have not been entered into their computer. For smooth and transparent functioning of the office, it is necessary that all the officers and their personal staff should ensure that every file movement is entered into computer on File Monitoring System.

All officers must also ensure that pendency is updated by Monday the 24.03.2014. The status will be reviewed on 25th March, 2014. In case of non updation, it will be assumed that files are pending with the officers and for any undue pendency inquiry will be ordered against the concerned official/officer and disciplinary action initiated.

dy 18.03.2014
(Amar Nath)
Chief Executive Officer,

To,

1. Member (Admn)
2. Chief Engineer (I) & (II)
3. All Directors
4. All Supdtt Engineers
5. All Deputy Directors
6. Law Officer
7. BFO/Dy CAs
8. For office copy

ALL EEs. thru-SEs