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GOVERNMENT OF N.C.T. OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
LEVEL-II, A WING, DELHI SECRETARIAT
NEW DELHI-110002

F.1C/898/2016/GAD/Admn./303

Dated: 12/05/2020

OFFICE MEMORANDUM

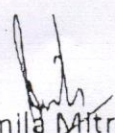
Sub: Payment of Transport Allowance for the month of April 2020 - reg.

The undersigned is directed to say that to consider the payment/settlement of Transport Allowance for the month of April'2020, all the officers/officials claiming TA are required to furnish information in the prescribed proforma by 15.05.2020, through the Deputy Secretary/DCA concerned. (copy enclosed)

In case the duly filled in proforma is not submitted by any officer/official by the prescribed date, it will be presumed that the concerned officer/official has not attended office even for one day in the month of April'2020 and TA will be settled accordingly.

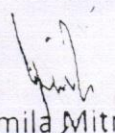
All the Deputy Secretary(s)/DCA are requested to circulate this proforma to the staff working under them for necessary action and compliance.

Encl: As above


(Promila Mitra)
Dy. Secretary (GAD)

Copy to:-

1. PPS to Secretary (GAD)
2. PA to Spl. Secretary GAD.
3. All the Dy. Secretary(s), GAD.
4. DCA (GAD).
5. Guard file.


(Promila Mitra)
Dy. Secretary (GAD)

DELHI URBAN SHELTER IMPROVEMENT BOARD
Govt. of NCT of Delhi
(Administration Branch)

ENDORSEMENT

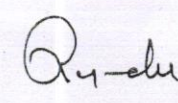
No. D-92 / Dy. Dir. (Admn.) / 20

Dated: 21.05.2020

Copy forwarded to all Section Incharge for information and necessary action.

Distribution:

1. CEO (DUSIB)
2. Member (Admn.)
3. Chief Engg. I, II & CE (Elect.)
4. All Directors/FA
5. B&FO/All SEs
6. All Dy. Directors/DD(System)/All Ex. Engg./L.O. DD (TT) - I
7. AO.(HQ)/AD(Estt.)
8. Office copy/Guard file.


Dy. Director (Admn.) 21/05/20

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PROFORMA TO BE SUBMITTED BY THE OFFICERS/ OFFICIALS CLAIMING
TRANSPORT ALLOWANCE FOR THE MONTH OF APRIL'2020

NAME:-

DESIGNATION:-

SECTION/BRANCH:-

DATES ON WHICH ATTENDED OFFICE IN THE MONTH OF APRIL:-

It is certified that the above information is correct and true to my best of knowledge.

Dated:-

Signature of the Govt. servant

Signature of the Dy. Secretary/ DCA:-