

**DELHI URBAN SHELTER IMPROVEMENT BOARD**  
**GOVT. OF NCT OF DELHI**  
**OFFICE OF THE DIRECTOR (NIGHT SHELTER)**  
H-15, Vikas Kutir, IP Estate, New Delhi-110002.  
**E-Mail- dirns.dusib@gmail.com**

No. F-06/Dir/NS/DUSIB/374/2020-21/D- 15 6


Dated: 22.06.2020

**CIRCULAR**

It has been observed that a number of references i/c files, which are sent to the concerned Dy. Directors (NS) either through Dak or through mail remain pending for a long time and the delay in this regard at their end beyond reasonable time, is not acceptable under the rules as such delays do cause embarrassing situations and affect smooth functioning of the branch.

It is therefore enjoined upon all concerned Dy. Directors (NS) that the said references/files must be attended/cleared upon taking necessary action in shortest possible time otherwise, unreasonable delay in dealing with the references/files shall attract disciplinary action against the concerned as per the rules.

The issue of delay in dealing with the references being sent to the DDs (NS) through mail, due to non-working of internet etc., shall not be entertained in any manner as other resources are also available with them. Concerned DDs (NS) shall check the mails in all boxes of their mail ID on regular basis for taking necessary action.



22/06/2020

(N.H.Sharma)

SE/Director(Night Shelter)

**All DDs (NS)**

**Copy to:-**

1. Chief Engineer (Elect./NS) for kind information.
2. Dy. Director (IT) for uploading on DUSIB website.
3. Office Copy.