

2P

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF N.C.T. OF DELHI
(ADMINISTRATION BRANCH)
F-04, Vikas Kuteer, I.T.O, I.P. Estate, Delhi-110002.

NO: Dy. Director (Admn.)/DUSIB/2020/D-381 Date: 15/7/2020

Sub: Timely replies to letters received from MP/MLA/VIP references-reg.

Sir,

Please find enclosed herewith copy of circular issued by Chief Secretary, GNCTD vide no. CS/2020/10362-10363 dated 09.07.2020 on the subject noted above. The above mentioned office letter is circulated for information of all concerned with the advise that instructions may be followed in letter and spirit.

Encl: - As above


Dy. Director (Admn.)

Distribution:

1. CE-I & II/CE (Elect.)/FA
2. All Directors/B&FO
3. Dy. Director (System) with the request to upload the same on the website of DUSIB.
4. Office copy.

Copy to:

1. Ps to CEO
2. PS to Member (Admn.)

*Pls upload in DUSIB
Admn Circular
Sh. Deepak Kaushik 16/7/2020*

Diary No. 814
Date 16/7/2020
Computer Division (DUSIB)
Govt. of NCT of Delhi

R-2155/DD(A)/2020 HP

13/7/2020

32/C

OFFICE OF THE CHIEF SECRETARY
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
5TH LEVEL, A-WING, DELHI SECRETARIAT, NEW DELHI - 110002

No. CS/2020/10362-10363

Dated: 09.07.2020

O/o Member (Administration)
Diary No. 1026
10/7/2020

CIRCULAR

Diary No. 6-728

Date 09/07/2020
C/o the C.E.O. (Admin)
GNCTD of Delhi

Manual of Office Procedure stipulates that communications received from VIPs should be attended to promptly. It has been brought to my notice that the instructions are not being followed scrupulously.

It is hereby directed that each communication received from a MP/MLA/VIP, shall be acknowledged forthwith, followed by a reply which shall be sent within 15 days of acknowledgement sent. Appropriate record shall be maintained in respect of such communications and shall be monitored by the concerned HoD.

(Vijay Kumar Dev)
Chief Secretary

Copy forwarded for necessary action to:

Addl. Chief Secretaries/Pr. Secretaries/Secretaries/HODs of all the departments and Autonomous Bodies under GNCTD

Copy for information to:

Secretary to Hon'ble Speaker, legislative Assembly Delhi with reference to letter dated 01.07.2020

4133/C
09/07/20

MP/MLA/VIP

monitored by the concerned HoD.

DD (Admin) 13/7/20

Date 13-07-2020

ur jar
Pl circulate this to all.

12/07/20
Asst Admpty-I

Paraguru
14/7

Dr. Jayar