

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DELHI URBAN SHELTER IMPROVEMENT BOARD**  
**PUNERVAS BHAWAN, I.P. ESTATE, NEW DELHI-110002**  
**(Administration Branch)**

No.GA/1076/08/Admn./2020/D-79

Date:12/04/2021

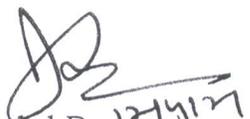
**OFFICE ORDER**

Whereas, the DDMA, Govt. Of NCT of Delhi has issued order No. F.1 (589)/DDMA (HQ)/ Misc. Matters/COVID-21/368 dated 10.04.2021 and as per direction of Chairperson State Executive Committee, DDMA, GNCTD in said orders issued by Chief Secretary Delhi that all Government offices of NCT of Delhi/Autonomous bodies/ PSUs/ Corporations/Local Bodies shall function with officers of the level of Grade-I/equivalent and above to the extent of 100% strength. The remaining staff will attend upto 50% as per requirement to be assessed by HOD concerned (remaining 50% of the staff will work from home).

Now, therefore, in view of the above referred orders of the Govt. Of NCT of Delhi the following directions are issued.

- i. All the offices shall function with the officers of the level of Grade-I (Assistant Director/PS/AE/AAO) /equivalent and above to the extent of 100% strength.
- ii. The Director/SE/B&FO shall assess the requirement on as-needed basis and will order for the remaining staff accordingly.
- iii. The remaining staff upto 50% as ordered by Director/SE/B&FO shall work from home till 30.04.2021 or till further order whichever is earlier.
- iv. However staff of all essential services such as Night Shelter, JSC, Maintenance Services, Quarantine Centres shall attend office duties in 100% strength.

This issue with the approval of the Competent Authority.

  
(Abdul Dayyan)  
Director (Admn.)

**Copy to:**

- i. CEO, DDMA, 7<sup>th</sup>, Floor, Delhi Secretariat, Delhi
- ii. PS to CEO, DUSIB.
- iii. PA to Member (Admn), DUSIB.
- iv. CE I, CE II, CE Elect.
- v. FA, DUISB, All Directors for circulation in their branches
- vi. All SE's / All Ex. Engineers, DUSIB for circulation

*DD (System) for  
upload*

Diary No. 177  
Date 13/4/2021  
Computer Division (DUSIB)  
Govt. of NCT of Delhi