

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:- GA/1076/7/Admn./2018/D-513

DT:- 19/7/21

Please find enclosed herewith copy of circular dated 09.07.2021 received from the office of Chief Secretary, GNCTD relating to complete presentations before the Hon'ble Lt. Governor during review meeting ,which is self explanatory for information and necessary action .

Encl: As above.

Dy. Director (Admn.)

Distribution:

1. All Concerned, DUSIB
2. Dy. Director (system) with the request to upload the same on website of the department.
3. Office Copy.

Copy to:

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

Diary No. 277 0017-D  
Date: 24/7/2021  
Computer Division (DUSIB)  
Govt. of NCT of Delhi

25A/C R-2019/00(A)/25  
14/7/21

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
OFFICE OF THE CHIEF SECRETARY

5<sup>TH</sup> LEVEL, A-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI - 110002

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G-116/

10/07/2021

CIRCULAR

During the course of review meetings, it has been observed by the Hon'ble Lt.

Governor that the presentations made by some Departments lack clarity and flow as

regards targets to be achieved, progress made and timelines for completing the

balance work. This lack of clarity eludes effective monitoring and review.

for Compliance  
→  
→

CEO  
MAY  
12/7

Accordingly, all the Administrative Secretaries of the Departments are advised

that while making presentations before the Hon'ble Lt. Governor during review

meetings, the presentation should necessarily include the overall nature and scope

of the work, progress achieved so far and clear well defined timelines for completion

of the balance work including scheduled date for completion of each sub activity.

CE (Comm)  
Dir. (Admin)

DD/Adm

13/7/21

10/7/21

(Vijay Kumar Dev)  
Chief Secretary

Dated: 09.07.2021

No. 9094

Copy to :

All ACSs/Pr. Secretaries/Secretaries/HODs  
under GNCT of Delhi

It is requested for  
info by all  
concerned.

14/07/21

Ad (Admin)

10/7

de Sepos

19  
O/O Member (Administration)  
No. 338  
Date 07/07/2021

Dir. (Admin.) (19)  
No. 1219  
Date 13-07-2021