

**DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(ADMINISTRATION BRANCH)**

No. GA/1076/7/Admn./2018/D-238

Date: 13/4/22

CIRCULAR

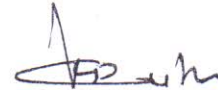
Sub: Preventive measure regarding necessary entries with respect to correct address of the employees in service book as other record such as Medical Card, ID card (pensioner id) including the retired person.

With reference to letter No VG/1202/ (3)/Vig./DUSIB/2016/D-630 dated 06.09.2021 and subsequent reminder vide no. VG/1202/ (3)/Vig./DUSIB/2016/D-237 dated 07.04.2022 on the subject cited above.

In this connection, I am directed to inform that the individual employees shall inform/submit the correct present residential address in various record being maintained in Administration, Establishment, caretaking branch, concerned circle as well as division where present residential address need to be maintained. Concerned branches particularly branches/divisions where the personal file and service book of serving and retired employees is being maintained have to ensure that correct present residential address be recorded in the record so as to avoid mismatch and last minutes crisis.

All the officials/officers are, therefore, requested to ensure correct residential address in various records existing in the department.

This may be treated as **'MOST URGENT'**



Director (Admn.)

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3. Office Copy.

Diary No. 192
Date 13.4.22
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13/4/22

Boag (DK)