

**URGENT**

**DELHI URBAN SHELTER IMPROVEMENT BOARD**  
**GOVERNMENT OF NCT OF DELHI**

NO.PS/CEO/DUSIB/2022/D-232

DATED : 12-07-2022

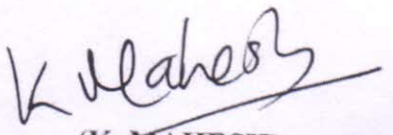
It is hereby ordered that with immediate effect, it shall be the responsibility of the concerned Sectional Incharge, be it AD/DD/EE or otherwise, to monitor the attendance and disposal of the official assignments/works.

Henceforth, prior to collection of the Attendance Register by the Vigilance and Administration Section in the HQs or by Zonal ADs/EEs/SEs (Civil & Elect) in Circles and Division, the concerned Sectional Head will personally check and certify the attendance or leave of the staff working under them. In case of ambiguity, if any, noted in the attendance register, appropriate action, as per the rules in vogue, shall be taken against the said Sectional Incharge, for which Vigilance Section will make surprise checks during office timing.

Further, the concerned Sectional Incharge shall also be responsible that the timelines fixed for the disposal of official assignments are strictly adhered to by the staff members. The names of such officials who fail to adhere to dispose of the given assignments/works shall be forwarded along with a report to the undersigned for initiating further disciplinary action.

It is reiterated that any laxity in this regard shall be viewed seriously and has to be implemented in letter & spirit.

These instructions may kindly be got noted from all staff members.

  
(K. MAHESH)  
12-07-2022  
CEO

**Member(Admn/Fin/Engg)**  
**All Chief Engineers**  
**All Superintending Engineers**  
**All Directors/BFO**  
**All DDs/All EEs**  
**DCA-I**

*Pls. upld.*  
*13/7*