

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVERNMENT OF NCT OF DELHI
(OFFICE OF THE CHIEF EXECUTIVE OFFICER)

URGENT

NO.PS/CEO/DUSIB/2022/D-352

DATED : 20-09-2022

ORDER

It has been brought to the notice of the undersigned that large numbers of files are missing from various sections/divisions of DUSIB.

All Directors/SEs/EEs are hereby directed to prepare a consolidated list of missing files by 30-09-2022 and follow necessary instructions as contained in Manual of Office Procedures regarding missing files. After completing the said mandated formalities, the concerned Director will lodge and FIR in respect of the missing files.

A consolidated list, section/division-wise, of missing files duly signed by concerned DD/EE/SE/Director may also be forwarded to the undersigned by 4.00 p.m. on 30-09-2022.

Diary No. 877 0034278
Date 20/09/22
Computer Division (DUSIB)
Govt. of NCT of Delhi

K Mahesh
20/09/22
(K. MAHESH)
CEO
20-09-2022

Copy forwarded to :

1. M(A)
2. CE
3. All Directors
4. All SEs (Elect & Civil) ✓
5. All Dy.Directors (System) ✓
6. All EEs (Elect & Civil)

Dr. Nayk

Res. upad.
20.09.22