

DELHI URBAN SHELTER IMPROVEMENT BOARD  
GOV.T OF NCT OF DELHI  
ADMINISTRATION BRANCH

No. GA/1076/247 (Admin) misc. 12/9/22 - 638

Dated: 12/9/22

CIRCULAR

It has been noticed that a number of part files are opened by the various branches in the DUSIB though the original files are available in the branch. Opening of a part file in such a situation not only gives suspicion over the working of the officials and the branch but also causes various types of hurdles and connectivity issues of the matter as in the part files, the earlier noting and decision etc. are not available.

This practice of opening of part files has been viewed seriously by the CEO, DUSIB. The CEO, DUSIB, has also shown his displeasure over such opening of part files. He desired that henceforth, no part file shall be opened in any branch.

Non-compliance of the directions of the CEO, DUSIB, will invite disciplinary action against the officials /officers of such branch.

This may be complied with by all concerned.

*R.K. Gosain*  
12/09/22  
(R.K. GOSAIN)  
DIRECTOR(ADMN.)

Copy to:-

1. PS to CEO, DUSIB for kind information of the latter.
2. PS to Member(Admn./Engg./Fin.)- for kind information of the latter.
3. CVO
4. CE-IT/Elect./ NS/TP/Civil
5. All Directors
6. B&FO
7. All SEs
8. All DDs
9. All EEs.
10. DCA-I & II
11. DD(IT)- with the request to upload this on website.
12. Guard file
13. Office copy

Diary No. 842  
Date 12/9/22  
Computer Division (DUSIB)  
Govt. of NCT of Delhi

*Sh. Deepthi*