

Delhi Urban Shelter Improvement Board
Govt. of NCT of Delhi
(Vigilance Branch)

No: Dy. Dir (Vlg.)/DUSIB/2022/D-1205

Date: 21/10/22

CIRCULAR

Subject: Preventive measure regarding necessary entries with respect to correct name of address of the employees in service book as well as other record such as Medical Card, Id card (Pensioner Id) including the retired persons record.

It has been observed during process vigilance reference of time bound nature that there is mismatch of name and current addresses of employees in various records existing in the Department. Present residential address in the service record of the individual concern did not match with actual residential address and in one of the case; medical card of the retired person was retrieve to ascertain correct address, which was also not found to be correct as he was not staying in the same address. Similarly, there is mismatch in the spelling of name of the employee in the service book/official record existing and the way it is written actually by the individual. Time bound work of vigilance was held up and delayed for this particular reason.

Mismatch of addresses of the individual as per official record and actual place of residence also indicate there is no mechanism to verify addresses while issuing medical card, pension id card and other record having address of individuals.

It is therefore essential 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 and offices 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 shall also ensure that correct Name & present residential address be recorded in the record so as to avoid mismatch and last minutes crisis .

In view of the above, all concerned are hereby directed to strictly adhere to above instructions and if required individual employees may be informed to ensure correct entries in various record existing in the department with respect to Name and present address.


Chief Vigilance Officer
DUSIB

All concerned

O/o Chief Engineer (DUSIB)
Diary No. P-2101(11)
Date 25/10/22

Diary No. 1135 DD(SIA) 18
Date 25/10/22
Computer Division (DUSIB)
Govt. of NCT of Delhi

Sh. Neelam - Mr
Ms. Nupur
DD (IP)
25/10