

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

No. VG/1202(3)/Vig./DUSIB/2023/D-846

Date: 3/10/23

CIRCULAR

1. In order to streamline and improve the methods of functioning of different sections, the need of having a proper understanding and practice of provisions contained in the manual of office procedure has been emphasized time and again. But, it has come to the notice of the higher authorities that important papers/ references/file marked to dealing assistants are not being submitted timely for the required action despite clear cut instructions on the receipt/file itself.
2. Therefore, it is essential that each section should maintain mandatory registers as prescribed in manual of office procedure which includes attendance register, dak register, file register (showing number, subject and date of opening of file), file movement register, section diary, register for complaint/VIP references etc. Each section head should refer to manual of office procedure and maintain relevant register with up-to date details.
3. Regular inspection of office should be carried out by section head i.e. DD/EE/DCA/AO to ensure maintenance of these registers and these registers should be produced before the inspecting authorities as and when demanded.
4. They shall ensure that the references received in their section are properly scrutinized as per policy and there is no undue delay in disposal of the cases, and these are disposed off as per time schedule. VIP references/PGMS references/ RTI should be given priority. The policies applicable to the respective section should be compiled and kept in a separate guard file folder and should also be put on DUSIB official website. Each section should also maintain a guard file for keeping important record.
5. It has been given to understand that few instances of non-compliance with respect to laid down procedures contained in the office procedures, have resulted in delay/serious lapses leading to disciplinary proceedings against the erring officials. One of the ways therefore, to ensure that the procedure laid down is being observed, is through periodical inspection of working of section.

(01)

AO - synth
A. Reepk - RY.

For compliance file
and report.
6.10.23

Diary No. 485/D.D.C. (98) 2 P
Date 5/10/2023
Computer Division (DUSIB)
Govt. of NCT of Delhi

6. Surprise visit by the concerned Director and other senior officers to the branch concerned will be helpful in ensuring that the attendance is regular and that there is no pendency of work and that efficiency, neatness and tidiness are generally maintained.

7. In view of the above, it is hereby desired that all the branch heads and Senior Officer may conduct periodical inspection of branches under their control to ensure that the provisions contained in the manual of office procedure are being practiced intelligently and the required registers in accordance of office procedure are being maintained.

8. The above instructions should be adhered to strictly by all concerned. Any laxity in this regard would be viewed seriously and appropriate action would be initiated for lapses noticed during the said surprise visit.

This issue with the prior approval of CVO, DUSIB.

B
3/10/23
Director (Vigilance)
DUSIB

All Sectional Heads

Copy for information to:

1. PS to CEO
2. Member(Admn./Finance/Engineering/Power)
3. Chief Engineer
4. Pr. Director (Admn./Vig.)