

Delhi Urban Shelter Improvement Board
Government of NCT of Delhi
(Administration Branch)
F-04, Vikas Kuteer, ITO, Delhi-110002

F.No.: GA/1076/27/Admn./Misc./2020/D-1300

Date: 02/12/24

CIRCULAR

There are around 100 outsourced DEOs working in various offices of DUSIB. It has been observed by Administration that there is no proper information about current posting and work handled by these DEOs. Moreover, internal Orders are made in respect of DEOs without prior approval of DD (System).

Administration branch is facing a lot of problem while posting these DEOs as whenever posting order is issued, some grievance and resistance is raised by these DEOs leading to deterioration in functioning of DUSIB. To resolve this situation and for smooth functioning of department, it has been decided to collect the relevant information about these DEOs in the prescribed format (Table-1).

Further, in case of any requirement of DEO, Sections/Divisions shall provide the details in the prescribed format (Table-2)

All the HOOs/DDs/Sections/Divisions are directed to provide the required information in prescribed formats within 3 days. Non-compliance will be dealt seriously.

This issues with the approval of competent authority.

Encl: Annexure-I

U.M. Rao

U.M. Rao

Dy. Director (Admin)

Distribution:

1. PS to CEO (DUSIB) for kind information
2. PS to Member (Admin) for kind information
3. Chief Engineer, DUSIB
4. All SEs/EEs/Coordn.
5. All Directors/Dy. Directors/ADs
6. B&EO/DCA
- ✓ 7. Dy. Director (IT)- with the request to get it uploaded on the DUSIB website.
8. Office copy/guard file

For uploading on website.

Programmer/HC

AD (IT)

4/12/24

4/12/24

Diary No. 1100 DDCIT/20
Date: 2/12/24
Computer Division (DUSIB)
Govt. of NCT of Delhi

Annexure-I**Table-1: Details of working DEOs**

S.No.	Name of DEOs	Section	Work Assigned	Justification for assigned work	Residential Address

Table-2: Requirement of DEO, if any

S.No.	Section	No of DEOs required, if any	Justification for requirement