

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
OFFICE OF THE Pr. DIRECTOR
ROOM NO. 09, PUNARWAS BHAWAN, I.P. ESTATE, NEW DELHI-110002

No. D-45/Pr-Dir (Admn.)/DUSIB/2025

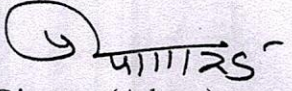
Date: 04.11.2025

CIRCULAR

It has come to the notice of the undersigned that in several instances of official correspondence, officers are mentioning only their designation without indicating their name. This practice makes it difficult to identify the officer who has signed the communication.

All officers are, therefore, directed to invariably mention their name along with their designation and signature in all official letters and correspondences in future.

Non-compliance with these instructions will be viewed seriously.


Pr. Director (Admn.)
DUSIB

All Concerned.

Copy to:

1. PS to CEO (DUSIB) for information please.
2. PS to Member (Admn./Engg./Finance) for information please.
3. Dy. Director (System) with the request for uploading the same on DUSIB official website immediately.
4. Office copy

Programmer


6/11/25

Diary No. 1119
Date: 6/11/25
Computer Division (DUSIB)
Govt. of NCT of Delhi