

194 118
INDIAN DEVELOPMENT AUTHORITY

NO: EM 1(10)83/12298

DT: 22-10-85

CIRCULAR NO. 118

Sub: Avoidance of unnecessary correspondence.

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It has been observed that copies of number of letters written by SEs/EEs like sending counter statement of facts to CLA, issue of award of works to the contractor, giving instructions to their subordinate officers for compliance of certain instructions, correspondence made with contractors for rectification of defects etc. are endorsed to this office. This results in unnecessary correspondence without any useful purpose.

SEs/EEs are requested not to send letters directly to this office except for cases where specific report has been called for by EM or by the undersigned or it is prescribed under the rules and regulations.

SEs/EEs are requested to send the cases through their respective C.Es so that unnecessary correspondence with this office is avoided.

[Signature]
Director (Works)

Copy to:

1. All S.Es, DDA
2. All E.Es, DDA

Copy to:

All Chief Engineers.

[Signature]
Director (Works)