

(43)

DELHI DEVELOPMENT AUTHORITY

NO.EM.1/(10)/83/2845

Dated: 30.5.83

CIRCULAR NO. 21

Sub: Reporting by exception.

It has been general experience that in a big organization like DDA, instructions are given on large number of points, from time to time, to various officers during inspections, meetings etc. Important instructions are also reduced in writing through issue of circulars minutes of meetings, and letters. It is not always practical to monitor the follow-up actions on every point. It is, therefore, enjoined on all concerned that they must implement such instructions promptly without any delay. Normally it will be presumed that all instruction given during inspections or in circulars and various other letters will be implemented by the concerned officers within the time schedules laid down therein (or within a reasonable period where no such time schedule has been given). In case, there are any difficulties or delays in implementing any particulars instruction, the same must be brought to my notice personally as soon as the difficulty is felt or delay is anticipated. In other words reports will be made in exceptional cases, where the time schedules cannot be adhered to or difficulties are encountered. In case no such report is made to me, it will be presumed that the instructions have been/are being implemented and later on if any lapse is found in this regard the concerned officers will be held personally responsible for the same.

Sd/-
(K.D. BALI)
ENGINEER MEMBER