

DELHI DEVELOPMENT AUTHORITY
(E.M.'s OFFICE)

NO: EM.1(10)95/326

DATED: 8.1.96

STANDING INSTRUCTION NO. 479

It has been observed that various Branch Officers, while referring the matter to some officers within or outside the department, are also endorsing copies of such letters to PS to VC or OSD to VC for kind information of the latter. Such type of endorsements are not liked by V.C. and are, therefore, not to be made to him while making correspondence with different offices. The endorsements are to be made only in those cases where the matter is of utmost importance or where Vice-Chairman has himself asked for a report in the matter.

In view of the above, it is, therefore, enjoined upon all the Chief Engineers and Directors (Hort.) - & Dir. (MM) to issue strict instructions to their Officers not to make any endorsements to Vice-Chairman unless and until the same is asked for. This will also help in curtailing ~~irregular~~ expenditure on stationary also.

(R.L. HANS)
ENGINEER MEMBER

1. ALL CHIEF ENGINEERS.
2. DIRS. (HORT.) - NORTH & SOUTH.
3. Director (MM)

Copy to:-

1. O.S.D. to Vice-Chairman,
2. Director (works).
3. E.O.1, II & III.
4. Sr. A.D. (Plan).
5. File No, EM.3(22)93/Vol.I.

ENGINEER MEMBER

(N.K.)