

DELHI DEVELOPMENT AUTHORITY
E.M.'S OFFICE

No.: E.M.3(14)2010/DDA/1064

Dt.: 17-3-2010

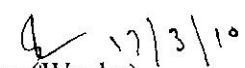
CIRCULAR NO. 647

It has been observed that EEs/SEs are in a habit of endorsing copies of their correspondence casually to E.M., DDA without any reason which results in the huge wastage of time of the senior officers apart from wastage of Government stationery.

E.M. has taken a serious view in the matter and desired that all the officers be instructed that in future, such endorsements to him may not be made until and unless it requires his attention in the matters such as policies, decision making, court matters, financial sanction by E.M./V.C, and other issues of important nature etc. Copy of the letters may, however, be endorsed to the Dir. (Works) or concerned E.O.s, if the same are absolutely necessary to achieve some specific purpose which may be mentioned in the endorsement itself.

It is, therefore, enjoined upon all the concerned to follow the above instructions meticulously failing which appropriate administrative action shall be initiated against the erring officers.

This issues with the approval of E.M., DDA.


Director (Works)

Copy to:-

1. All C.Es i/c (Elect.) with the request to circulate the instructions amongst their S.Es/EEs.
2. D.D. to E.M.
3. P.M. (Flyover)
4. Dir. (Hort.)N.W &S.E
5. Dir. (L.S.)
6. All E.Os. & E.E. (Coordn.)
7. Dy. C.A.O. (Plan)