



दिल्ली विकास प्राधिकरण  
नीति एवं समन्वय (कार्मिक)  
C-1 ब्लॉक, कमरा सं-208, विकास सदन

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Date: 18/07/24

CIRCULAR No. 23 /2024

**Sub: Handover of Charge before Relieving of Officers/Officials and Maintenance of Scheme-wise Records – reg.**

It has been observed that the officials/officers are being relieved by the concerned controlling authorities without ensuring proper handing over/taking over of the charge/records with a brief of important pending issues including the issues which were already in process at the time of relieving. This leads not only to shirking responsibility by the relieving officials/officers but also to improper records management.

2. Apart from above, no records are being maintained in the branches as regards handling of various schemes at various levels in the branch. Hence, it becomes difficult to identify the dealing assistants/Assistant Directors who had dealt with a particular scheme/file during a given period. It also becomes difficult to identify the erring officials by looking at the signatures available on files.

3. The departmental investigating authorities, therefore, find it very difficult to fix the responsibility of the erring officials in such cases, particularly when the details are called by the outside investigating agencies/courts. The poor record management also leads to manipulation and loss of important property records/files and other important records of the concerned branches thereby loss of important data.

4. It is, therefore, enjoined upon all concerned to ensure:

- (i) Proper handing over / taking over of charge before relieving of the transferred official. In case there is an administrative exigency due to which relieving of the employee cannot be delayed until actual handing over/taking over of charge, the Controlling Officer concerned should make alternative arrangement for

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proper handing over/taking over of the charge of the transferred officials/officers with a description of important pending/processed issues and in no case the charge should be left unattended. Henceforth, the relieving authority should specifically mention in the relieving orders of the official/officers about the position of handing over/taking over of the charge of the relieved officials/officers.

(ii) Apart from above, it should also be the endeavour of the branch officer to maintain scheme wise or as may be considered appropriate, the records showing the names of the officials/officers and the period during which such officials/officers had dealt with the scheme/particular work.

(iii) To make available the above details online on e-office.

5. All the HODs are requested to kindly bring the above instructions to the notice of all concerned and also to make available the above records on e-office.

This issues with the approval of Principal Commissioner (Personnel).

  
(विनीत जैन) 12/1/24

आयुक्त (कार्मिक)

**All the HODs, DDA**

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2. PS to Pr. Commissioner (Pers.)
3. Director (Systems), with the request to get this Circular uploaded on DDA's website