

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.
N-36, Bombay Life Building, Connaught Circus, New Delhi- 110001
(PERSONNEL DIVISION)

No. DSIIDC/Circular/Transfer/Retire/Estt./2017

Dated the 6th September, 2017
6th

CIRCULAR

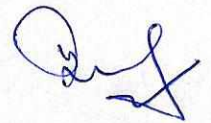
Subject : Compliance of Handing over/taking over of records/files at the time of transfer/retirement/repatriation of officers/ officials.

It has come to the notice of management that the officers/ officials are relieved without proper handing over /taking over charge of records/ files etc. after their transfer from one division to other or at the time of retirement/ repatriation, leading to the loss of important and sensitive files having grave implications. This amounts to supervisory lapse on the part of Divisional Head / Controlling Officer concerned which has been viewed very seriously.

All the Divisional Heads are, therefore, requested to ensure that the handing over/taking over of records/ files is invariably got done and report of the same invariably sent to their Controlling Officer as under:

- (a) In case of transfers/retirement/ repatriation of Engineers, the concerned Supdt. Engineer/ Chief Engineer will not issue NOC unless all the records/files are listed, numbered and handed over to the incumbent officer/ branch concerned.
- (b) In case of the transfer/ retirement of the officer/ officials, the Divisional Heads are directed to ensure proper handing taking over of charge before issue of NOC / No Dues Certificate.

All Divisional Heads may send action taken report on above to the Personal Division whenever any retirement/transfer/repatriation takes place.



(PRABHAT KUMAR)
DIVISIONAL MANAGER (P)

All Divisional Heads

Website.