


Delhi State Industrial & Infrastructure Development Corporation Ltd.  
N-36, Bombay Life Building, Connaught Circus, New Delhi-110001  
(Personnel Division)

No: DSIIDC/I-Misc/GNCTD/Estt

Dated: 24th March, 2015

Please find enclosed herewith Circular No:F.13/04/2013/AR/1986-2145 dated 11.3.2015, received from Special Secretary, Administrative Reforms Department, Govt. of NCT of Delhi regarding compliance of provisions of Manual of Office Procedure. These guide-lines may please be followed in letter and spirit.

  
(S.P. Pant)  
Chief Manager (P)

Encl: as above

All Divisional Heads, DSIIDC

Website

Copy for information to:-

1. P.S. to CMD
2. PS to ED
3. Sr. PA to FA
4. PA to GM-II

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7<sup>TH</sup> LEVEL, C WING, DELHI SECRETARIAT, NEW DELHI - 110 002  
Fax-23392621; email-arupdate@nic.in

F.13/04/2013/AR/1986-2145

Dated: 11/03/15

**C I R C U L A R**

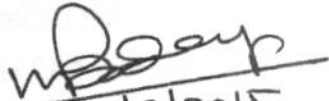
**Subject:- Regarding compliance of provisions of Manual of Office Procedure.**

This is to invite a reference to this department's circular No. F.13/04/2013/AR/9968-10127/C dated 30.06.2014 (copy enclosed), it has been observed that some of the officer(s) of various departments of Govt. of NCT of Delhi are not mentioning their telephone/contact numbers and email address on the communication/replies sent to the citizens/ offices in Delhi & it becomes difficult for the citizens/officers to contact the concerned officers, if required.

As per provision of Manual of Office Procedure, Telephone Numbers of all the officers sending the communication should be written after their designation. Therefore, all Heads of the departments are again requested to kindly bring the aforesaid provisions to the notice of all the officials working in your departments & ensure the compliance of the same.

A report in this regard may also be sent to AR Department by 31/03/2015.

Encl. As above.

  
10/3/2015  
(V.C. PANDEY, IAS)  
SPECIAL SECRETARY (AR)  
Ph. 23392143

To,

1. All the Pr. Secretaries/Secretaries/Heads of the Departments,  
Govt. of NCT of Delhi.
2. All the Heads of Local Bodies/Autonomous Bodies,  
Govt. of NCT of Delhi.

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**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**ADMINISTRATIVE REFORMS DEPARTMENT**  
**7<sup>TH</sup> LEVEL, C WING, DELHI SECRETARIAT, NEW DELHI - 110 002**  
**Fax-23392621; email-arupdate@nic.in**

File No. F.13/04/2013/AR / 9968-10127 / C

Dated: 30/06/14

**CIRCULAR**

**Subject:- Regarding compliance of provisions of Manual of Office Procedure.**

The departments are aware that provisions under Manual of Office Procedure require officers to mention their office phone numbers, fax number and e-mail address in the correspondence. This is for convenience of quick and effective contact by the recipients in case of requirement of clarifications. This provision is, thus, helpful in quick disposal of work. Further, these provisions have been brought to the notice of the departments time and again through circulars, latest being circular No. F.17/1/2013/AR/3815-3974/C dated 05.04.2013 (copy enclosed).

However, representations have been received stating that various departments of Govt. of NCT of Delhi are not mentioning telephone/contact numbers and email address of the officers on the communication/replies sent to the citizens/ offices in Delhi, therefore causing difficulty for the citizens/officers to contact the concerned officers, if required.

All Heads of the departments are again requested to kindly issue directions to the officers working in their department to ensure compliance of directions contained in aforesaid circular dated 5.4.13 regarding aforesaid provisions of Manual of Office procedure.



*(Signature)*  
**(AMITABH JOSHI)**  
**DEPUTY DIRECTOR (AR)/HOO**  
**Ph. 23392726**

To,

1. All the Pr. Secretaries/Secretaries/Heads of the Departments,  
Govt. of NCT of Delhi.
2. All the Heads of Local Bodies/Autonomous Bodies,  
Govt. of NCT of Delhi.

18/3/15

20.3  
2015