

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF VIGILANCE
4TH LEVEL, C-WING, DELHI SACHIVALAYA
I.P. ESTATE, NEW DELHI-110002

No.F.01/18/2005/DOV/ 1456

Dated 14/02/2013

To

All the Principal secretaries/ Secretaries /Heads of Departments
Government of NCT of Delhi
Delhi/New Delhi

Sub.: Regarding observing of procedures /instructions for recording notes

It has been observed that the officials/officers recording or signing notes/minutes do not mention their names below their signatures.

Needless to emphasize that mentioning name and designation below the signatures made in note recordings/minutes is a requirement under the rules and practices as per manual of office procedure as mentioned in the Office Memorandum No. 46102/1/2006-O & M, Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, dated the 27th December, 2012.

The Chief Secretary/CVO, Delhi has therefore directed that the officers/officials must mention their names while signing the notes/minutes, particularly in the files dealing with vigilance matters by various departments.

All the Heads of Department are hereby requested to bring aforementioned directions to the notice of all officers/officials for strict compliance.

Yours faithfully

(Anil Kumar Gupta)
Deputy Secretary (Vig.)

Ph.No.:23392646

Copy to the following for information to :-

1. Staff officer to Chief secretary, Delhi
2. P.S. to Pr. Secretary (Vig.)/secretary (Vig.)
3. P.A. to Special Secretary (Vig.)
4. Guard File

Office of the Chief Engineer (A&FC)
Govt. of NCT of Delhi
RECEIVED
19/02/13
Dr. No. 1547
JAO/PAP&D/SS/IFA

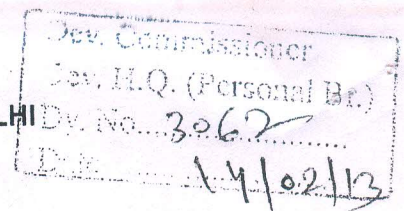
All pl. note

CE (Vig.)
to be see

19/2
19/2
Sh. Anur

22/10/2013/11-27

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28/e

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