

Government of NCT of Delhi
Revenue Department
(General Administration Branch)
5-Sham Nath Marg:Delhi-110054

No.F.PA/SDM-III/HQ/2015/2230

Dated: 19-11-15

Circular

It has been brought into the notice that the Civil Defence Volunteers posted in the Revenue Department are being often directed to perform field duties also. However, to perform outdoor duties they incur the expenditure from their own pocket and then claim reimbursement of conveyance allowance, from their department, i.e. Civil Defence.

It has now been decided that the Civil Defence Volunteer, concerned, will submit their claim for reimbursement of Conveyance Allowance in the General Administration Branch, through their branch in-charges, after due verification by the branch-in-charge and countersigned by the Sub-Divisional Magistrate, concerned.

The same procedure shall be adopted in the subordinate offices/districts also except that the claim of the Civil Defence Volunteers posted there will be settled in the concerned office, itself.

This issues with the approval of the Secretary (Revenue)/Divisional Commissioner.

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20/11/15
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19.11.15
(S.K. Chugh)

Sub-Divisional magistrate-III (HQ)

No.F.PA/SDM-III/HQ/2015/2230

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Copy for information to the:-

1. Dy. Commissioner(Revenue), All districts,
2. Sr. System analyst with the request to upload the circular on the website of the department,
3. Dy. controller of Accounts(HQ), Revenue Department,
4. All SDMs/Branch In-charges of Revenue Department(HQ),
5. J.S.O.(Civil Defence),
6. Guard file.

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20/11/15

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19.11.15
(S.K. Chugh)

Sub-Divisional magistrate-III (HQ)