

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

No.F.1(Misc.)/GA/Estt./DC/09/ 2371

Dated, 02/12/2015

Circular

Attention of all the Officers and officials of the Revenue Department is invited to the guidelines contained in Chapter-IV of the Manual of Office Procedure, which stipulates the procedure for management of Dak instructing the recipient to put his signatures in full showing the name in ink with date and designation.

In a recent case a Judicial Court of Delhi has observed that the officials are reluctant to disclose their name and designation while receiving the court summons/process and simply put their initials(commonly called as *Ghuggi*) and their identity is not disclosed to save themselves from the further proceedings in the Court of Law.

Authorities concerned are directed to bring the guidelines under reference to the notice of all officials under their control for strict compliance and to take action wherever the same is not complied with.

This issues with the approval of the Divisional Commissioner.

DJ
2/12/15
(Dinesh Jha)

Sub-Divisional Magistrate-III(HQ)

Copy for information and necessary action to the:-

1. All Dy. Commissioner(Revenue), Delhi/New Delhi,
2. Sr. System Analyst(HQ) for uploading the circular in the website,
3. SDM(HQ)s, I, II, III, IV, V, VI & VII, Revenue Department,
4. All Branch-in-charges of Revenue Department(HQ),
5. PA to Secretary(Revenue)/Divisional Commissioner,
6. PA to Deputy Commissioner(HQ)-I,
7. PA to Deputy Commissioner(HQ)-II,
8. Guard file.

DJ
2/12/15
(Dinesh Jha)

Sub-Divisional Magistrate-III(HQ)

CM
2/12/15

SA