

**OFFICE OF THE SECRETARY  
ADMINISTRATIVE REFORMS DEPARTMENT  
GOVERNMENT OF NCT OF DELHI  
7<sup>TH</sup> LEVEL, C – WING, DELHI SECRETARIAT,  
I.P. ESTATE, NEW DELHI – 110002**


No. 4600-4694

Dated: 16/06/17

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

In continuation of this office earlier Circular No.F.19 /16/AR/2016 /Misc /Partfile-3/2017/4354-4443 dated 02/06/2017, Chief Secretary has directed that all the Pr. Secretaries / Secretaries/ HODs shall submit the reports of the field visits made during the last week by tomorrow i.e. 16.06.2017, positively to the office of Chief Secretary.

Henceforth, all the Pr. Secretaries / Secretaries/ HODs shall submit the reports of the field visits made during the week every Friday to the office of Chief Secretary while the other officers shall submit their reports to their respective HODs/ Secretaries on weekly basis.

  
(Rakesh Bali)  
Secretary (AR)

All Pr. Secretaries /Secretaries/HODs of GNCT of Delhi including autonomous bodies/commissions/boards under GNCT of Delhi

Copy for information to:-

- i) Secretary to Hon'ble LG, Delhi.
- ii) Addl. Secretary to Hon'ble Chief Minister, Delhi.
- iii) Secretary to Hon'ble Dy. Chief Minister, Delhi.
- iv) Secretaries to all Hon'ble Ministers, GNCT of Delhi.
- v) SO to Chief Secretary, Delhi