

REMINDER

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF FOOD SUPPLY DEPARTMENT & CONSUMER AFFAIRS
(ADMINISTRATION BRANCH, ROOM NO. 305, 3RD FLOOR)
K-BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI-110002
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No.F.9(15)/2011/F&S/Admn./PF/ 4142-4147

Dated: 07/11/17

CIRCULAR

This Department has issued circular for the staff to maintain punctuality in the office vide No. F.9(15)/2011/F&S/Admn./PF/3927-3932 dated 25.10.2017 with the directions to all incharges (branch/circles/CDRF) to submit attendance of their respective branch/circle in the prescribed format to Assistant Commissioner (Administration/HQ) and incharges of CDRF/State Commission to submit their report to Assistant Director (CA).

It has been noticed that report by most of the branch/circle/CDRF/state commission incharges have not been submitted as directed in the above cited circular. It is viewed very seriously by the competent authority. Therefore, all concerns are again directed to submit their report in time, failing which action will be initiated as per rules.

This issues with the approval of Spl. Commissioner (Admn.).


(R.K. SAXENA)
ASSTT. COMMISSIONER (ADMN)


No.F.9(15)/2011/F&S/Admn./PF/ 4142-4147

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Copy for information and necessary action to:

1. PS to CFS/ Special Commissioners, F&S Department.
2. Registrar, State Commission, F&S Department for compliance.
3. All President (CDRF)/Asstt. Commissioners/Asstt. Director (CA)/FSOs/ Superintendents, F&S Department for compliance.
4. DCA/AO/AAO (HQ), F&S Department for compliance.
- ✓ 5. System Analyst to upload the order on the F&S website.
6. Guard files.

2252/SSA/IT
8/11/2017


SA
APCO
Madan
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