

DELHI FIRE SERVICE
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
HEADQUARTER: CONNAUGHT PLACE: NEW DELHI- 110001

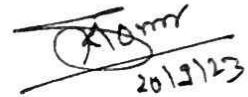
No. F. DFS/MISC/ADMN./HQ/2023-24/2663

Dt.:- 21/9/2023

ORDER

All the HOOs, Divisional Officers, Assistant Divisional Officers of Delhi Fire Service are directed to make proper numbering of noting and corresponding side before sending the file to higher authorities & HOD. All HOOs are also directed not to forward personal file and service books of the Officers/officials to Delhi Fire Service to Headquarter till & until specifically required. Only correspondence of relevant documents may be forwarded to DFS [HQ]/AC [Fire] for approval along with all supporting documents and proper recommendations. The personal file may be forwarded to DFS [HQ] only when it is required or demanded, with proper numbering of noting as well as corresponding side.

This issues with the approval of Director, Delhi Fire Service.


20/9/23

(DR. S.K. TOMAR)
ASSISTANT COMMISSIONER [FIRE]

All HOOs of DFS

No. F. DFS/MISC/ADMN./HQ/2023-24/

Dt.:- / /2023

Copy to:-

1. Chief Fire Officer (HQ)
2. Dy. Chief Fire Officer (HQ)
3. Accounts Officer (HQ)
4. PA to Director (Fire)
5. ADO [M], Broadcasting, DFS

*upload on website
e-mail to all concerned
Jyoti*


20/9/23

(DR. S.K. TOMAR)
ASSISTANT COMMISSIONER [FIRE]