

**DHARMENDRA, IAS**  
DIVISIONAL COMMISSIONER  
CUM-SECRETARY REVENUE



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**MESSAGE**

Revenue Department and district administration work at the cutting edge of administration with a large interface with citizens. For effective delivery of services there is requirement of absolute transparency and sound institutional memory of all relevant orders and instructions.

I have taken over as Divisional Commissioner recently and am pleased to know that the district administration, North-West district has taken an initiative of compiling important instructions / orders during 2010-11 in booklet form, which will not only go a long way in increasing transparency, but also strengthening institutional memory.

I wish North-West district administration, all the best in this endeavor.

**(DHARMENDRA)**

GREEN DELHI - CLEAN DELHI



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AMIT SINGLA, IAS

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**MESSAGE**

After taking over as Deputy Commissioner, North West District, I found that important instructions, orders, etc., are not readily available and one has to locate such documents from various files. Not only such situation increases response time during urgency, it leads to inadequate institutional memory to be able to discharge roles and responsibilities properly. Further, such publication of instruction is also a requirement as pro-active disclosures under Right to Information Act, 2005. Therefore, I decided to come out with this "Compendium of Important Instructions, 2010-11".

I also thank my officers and staff, Sh. Lal Singh, ADM (North West), Sh. V.K.Jain, SDM (Head Quarters), Sh. Ajay Kumar, SDM (Saraswati Vihar), Sh.B.M.Mishra, SDM (Narela), Sh.Pradeep Bajjal, SDM (Modei Town) and Sh.Gopinath, UDC., DC Office, Kanjhawala who helped to compile this compendium. I thank Shri. D.M.Spolia, IAS, former Principal Secretary (Revenue)-cum-Divisional Commissioner, Delhi and Shri.Dharmendra, IAS, present Secretary (Revenue)-cum-Divisional Commissioner, Delhi for their guidance and support to bring out this compendium.

  
(AMIT SINGLA) 13/04/11

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