

DELHI KHADI & VILLAGE INDUSTRIES BOARD

Govt. of NCT of Delhi

5th Floor, Nigam Bhawan, Old Hindu College Building, Kashmere Gate, Delhi - 6.

F.3(11)/DKVIB/Admn./2012-13/

6928

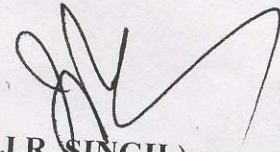
Dated: 28/12/12

OFFICE ORDER

The Administrative Reforms Department, Govt. of NCT of Delhi had conducted the O & M Inspection in accordance with the Manual of Office Procedure on 07.06.12, and noticed the following deficiencies which needs to be rectified :-*

1. **Non Maintenance of various Registers** : Call Book is not being maintained.
2. **Improper filing system** : In 20% cases the page numbers on correspondence side and paragraph number on note portion are not being mentioned. Telephone number of signatory in the communication sent, is also not being mentioned in 20% cases.

All Branch In-charges are hereby directed to make efforts in their respective branches to remove the deficiencies in their branches and send a compliance its compliance report so that a compiled report may be sent to the A.R. Department, GNCTD.



(J.R. SINGH)
DY. DIRECTOR ((P&M))

Copy for information & n.a. to :-

1. P.A. to Chairman, for kind information of Hon'ble Chairman.
2. P.A. to M.D., for kind information of M.D.
3. All Branch In-charges.
4. ACP, with the direction to upload this order on the website of the Board.
5. Dy. Director, Administrative Reforms Department, Govt. of NCT of Delhi, 7th Level, C-Wing, Delhi Secretariate, New Delhi - 110002. w.r.t. his letter No. F.4/7/2012/AR/Vol.-III/12668/C dated 9.11.12.
6. Guard file.