

**URGENT**

**GOVERNMENT OF N.C.T. OF DELHI**  
**DIRECTORATE OF AUDIT**  
(Administration Branch)

04<sup>th</sup> Level, 'C'-Wing,  
Delhi Sachivalaya,  
New Delhi.

No. F.9(5)/DOA/Estt./2015/dcaaudit/6413-6413

Dated: 09-09-2015

**Sub.: Judicious use of Internet Services in Office.**

Please find enclosed herewith the copy of instructions received from Dy. Secretary Finance (V), Finance Department, vide letter No. 552 dated 31.08.2015, on the subject cited above, with the instruction to bring the contents of the letter to the notice of all the Officers/officials working in respective branches for strict compliance accordingly.

**Encl: As above.**

*H.R. Naugain*  
**(H.R. NAUGAIN)**  
**ACCOUNTS OFFICER (ADMN.)**  
**TEL. NO. 23392280**

Copy to: -

1. DSF-V, Finance Department for information please.
2. PA to COA(A) for information please.
3. All the Branch Incharges, Directorate of Audit
4. AAO/Nodal Officer (Website).
5. Notice Board.
6. Guard file.

FINANCE (EXP-V) DEPARTMENT

Subject: Judicious use of internet services in Office.

The internet services has been provided to the staff members for the official purposes and should not be misused. It should primarily be used in lawful and ethical way. The staff members have been found misusing the internet services provided to them at their work station by accessing the social media, music websites e.g. Facebook, twitter, you tube etc. The access of video/music websites causes heavy data usage and affects performance of LAN.

All concerned are hereby directed not to misuse the internet services. Officials should also ensure that no other persons access internet from the workstation provided to the concerned official. Non-compliance of the instructions will attract disciplinary action as per rules.



(MANOJ KUMAR)

Deputy Secretary Finance(V)  
Finance Department, Delhi Sectt.

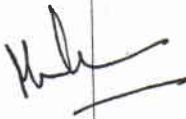
No. F.4(5)/Fin(T&E)/05-06/P1-2/dsV/552 Dated:31.08.2015

Copy to:

1. DO(V) & DO(E-III), Finance Deptt.
2. All staff working in Exp-V, R-II & E-III section.
3. PA to SSF(Infra) for information.

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COA(Audit)



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