

NOV 2017

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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
7th FLOOR, 'C' WING, DELHI SECRETARIAT,  
I.P. ESTATE, NEW DELHI 110002

OFFICE OF THE SECRETARY  
ADMINISTRATIVE REFORMS DEPARTMENT

3866

20/11/17

No.F.03/02/AR/2017/PF-I 9635-9724

Date: 14/11/17

CIRCULAR

Kindly refer to Chief Secretary, Delhi Circular No. F.19/16/AR/2016/Misc./4169-76 dated 25.05.2017, Circular No. F.19/16/AR/2016/Misc./7267-7346 dated 01.09.2017 and Administrative Reforms Department Circular No. F.19/16/AR/2016/Misc./Part File-2/ 4701-95 dated 16.06.2017 for compliance of directions of Hon'ble Chief Minister, Delhi regarding presence of Pr. Secretaries/ Secretaries/ HODs/ Sr. Officers in their offices during Public Hearing Timings i.e. 10.00 AM to 11.00 AM.

SWCD  
P.S.

It has been observed that some of the Officers are not available in their offices during the Public Hearing Timings, a number of complaints have been received.

All the Pr. Secretaries/ Secretaries/ HODs are requested to ensure that all Officers remain available for Public Hearing from 10:00 am to 11:00 am to meet the public.

A Daily Status Report is being sent to the concerned HODs through mail (on the same day) as well as DAK for Action Taken Report for absence of Officers within 03 days through return mail. All the Pr. Secretaries/ Secretaries/ HODs are, therefore, requested to call the explanations of erring officers and send to Administrative Reforms Department.

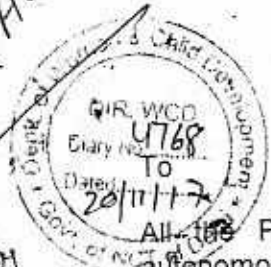
It is pertinent to mention here that the presence of Officers during the Public Hearing Timings is being closely monitored in the Hon'ble Chief Minister's Office.

All the Pr. Secretaries/ Secretaries/ HODs are also requested to utilize this one hour i.e. 10:00 am to 11:00 am for disposal of PGMS pendencies.

AD

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Spl. Dir  
(Admin)

Rakesh Bali  
Secretary (AR)



All the Pr. Secretaries/ Secretaries/ HODs of GNCT of Delhi including autonomous bodies/commissions/boards under GNCT of Delhi.

Copy for information to:-

- i) Secretary to Hon'ble LG, Delhi
- ii) Advisor to Hon'ble Chief Minister, Delhi.
- iii) Secretary to Hon'ble Dy. Chief Minister, Delhi.
- iv) Secretaries to all Hon'ble Ministers, GNCT of Delhi.
- v) SO to Chief Secretary, Delhi
- vi) The Spl. Secretary (PGMS), Office of the Chief Minister, Delhi, GNCTD with reference to your Office Letter No. F. 2(2)/CMO/PGMS(pub. Meet)/Pt. file - 1/2017/1086 dated 18.10.2017

DD (Admin)  
21/11/17

21/11/17

Abhishek

May be forwarded to Asstt. Programmer, WCD for upload on website of the Deptt.  
Section officers (Admin) 22/11/17  
Asstt. Programmer, WCD