

OFFICE OF THE SECRETARY
ADMINISTRATIVE REFORMS DEPARTMENT
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
7th FLOOR, 'C' Wing, Delhi Secretariat,
I.P. Estate, New Delhi-110002

No. .F.03/02/AR/ 2017/PF-1/9635-9724

dated 14.11.2017

CIRCULAR

Kindly refer to Chief Secretary, Delhi Circular No. 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 direction 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 11.00AM.

It has been observed that some of the Offucers 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 11.00am 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 Administration 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 11:00am for disposal of PGMS pendencies.

Sd. /- 14.11.2017


Rakesh Bali
Secretary, Delhi

DELHI TRANSPOT CORPORATION
I.P.ESTATE:NEW DELHI

No. AdmI/Misc/2017/ 1217

Dated:- 27/11/2017

Forwarded for information and necessary action by all concerned.


(Ankur Garg)
Manager. (Admn.)

All CGMs
All Dy. CGMs/RMs
All Unit Officers / Depot Managers

CC to OSD to CMD