

DELHI TRANSPORT CORPORATION
GOVERNMENT OF NCT OF DELHI
I.P. ESTATE ; NEW DELHI.


No.C.G.M.(Op.)/2013/ 87

Dated: 21/2/2013

This has come to the notice that many Officers are signing the official documents meant for other officers. For instance in the office memo/letter/note typed on behalf of 'Depot Manager', other officers or even officials are signing such documents. This is a serious lapse on the part of such Officers.

All Officers are directed to ensure that official documents are signed only by the concerned officers against his name and designation. The signature of any person against the designation of another officer will amount to misconduct on the part of both officers/staff i.e. authorising officer and the person signing it and liable for disciplinary action. The document so signed by the unauthorised person will not be treated as a valid document.

The above instructions be strictly complied with.


(R.K. Sasana)
Chief General Manager(O&T)

All RMs

All DMs

Cc to: Sr.Mgr.,CMD's Sectt. – for kind information of CMD.