

**DELHI TRANSPORT CORPORATION**  
**( GOVT. OF N.C.T. OF DELHI )**  
**I.P.ESTATE : DELHI**

No.Admn./Misc/2017/487

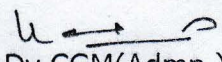
dated:-09.06.2017

**CIRCULAR**

Instances have come to the notice that the written communications between departments within DTC are being done by Dy.Managers/Managers/Sr.Managers, which has been viewed seriously by the Competent Authority.


Now, it has been decided that the written communication(s) between departments within DTC are to be signed not below the level of Dy.CGM/ Addl.CAO. However, the communication from the Depot to different units shall continue to be signed at the level of Depot Managers.

All Officers concerned are requested to adhere the above instruction, strictly.

  
Dy.CGM(Admn.)

**All Officers concerned**

Copy to : OSD to CMD –for information pl.

✓ CGM(IT) 

Dy. (AM(IT)) I

Mg (IT)

IT Bagwan

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By  
13/6

No. CGM /FA/L 1350

Dated..... 9/6/17  
13/6/17

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13/6/17