

OFFICE OF THE CHIEF SECRETARY  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
5<sup>TH</sup> LEVEL, A-WING, DELHI SECRETARIAT, NEW DELHI - 110002

No. CS/2020/10362-10363

Dated: 09.07.2020

प्रमुख अभियन्ता

आयती सं. 4001

दिनांक 13/7/20

CIRCULAR

प्रमुख अभियन्ता

निदेशक (कार्य एवं स्था.)

निदेशक (अनुरक्षण)

उप सहायक निदेशक

हपनिदेशक (कार्य/अनुरक्षण/सू.अधि.)

Manual of Office Procedure stipulates that communications received from VIPs should be attended to promptly. It has been brought to my notice that the instructions are not being followed scrupulously.

It is hereby directed that each communication received from a MP/MLA/VIP, shall be acknowledged forthwith, followed by a reply which shall be sent within 15 days of acknowledgement sent. Appropriate record shall be maintained in respect of such communications and shall be monitored by the concerned HoD.

(Vijay Kumar Dev)  
Chief Secretary

Copy forwarded for necessary action to:

Addl. Chief Secretaries/Pr. Secretaries/Secretaries/HODs of all the departments and Autonomous Bodies under GNCTD

Copy for information to:

Secretary to Hon'ble Speaker, legislative Assembly Delhi with reference to letter dated 01.07.2020

*Dir (Int)*  
① Record be kept for all MP references  
② Circulate to all for na.

*Dir (Monit)*

*may take n/a*

*10/10/20*

*DD(M) -I*  
*DD(M)*

*upload on website under circular.*  
*17/7*