



दिल्ली विकास प्राधिकरण
DELHI DEVELOPMENT AUTHORITY
नीति एवं समन्वय (कार्मिक)
POLICY & COORDINATION (PERSONNEL)

No.F.4 (28)2017/P&C(P)/Pt.II/15

Dated: 16.01.19

CIRCULAR

It has come to notice that the required incumbency registers containing necessary details of the officials are not being properly maintained by different departments in DDA. Hence, it is once again reiterated that up-to-date incumbency registers containing all the required details of all positions from highest level to lowest level in the department including name of the official who manned the positions with their date of joining in the department/branch, date of relieving, area of work assigned etc. are maintained appropriately. A draft proforma is also enclosed; which may be customized as per the requirement by the Departments.

Further, difficulties being faced with regard to handing over/taking over of files have also been engaging attention of the authorities. In this regard, it is clarified that once an official is transferred, it is incumbent upon him/her to immediately hand over all the records including files to the next incumbent. It is the responsibility of the concerned supervisory officer, namely Assistant Director etc. to ensure and identify the official (dealing hand) to whom the files are to be handed over. Non posting of one to one substitute may not be an excuse to delay/avoid handing over/taking over records and files. It is the concerned Departments to make arrangements and ensure compliance. The different Departments may ensure that a mechanism is in place, wherein all the details of handing over/taking over are kept in a centralized place, say, Coordination Branch of the said Department.

The VC, DDA has directed to request all HoDs to ensure compliance of the above instruction in letter and spirit.

Encl: As above.


(RAJIV GANDHI)
COMMISSIONER (PERSONNEL)

All HODs
Delhi Development Authority

Copy to: OSD to VC, DDA

INCUMBENCY REGISTER (POSITION WISE)

Name of Position.....
Branch /Department.....

Name of the Incumbent	Period of incumbency		Signature of officer		Remarks (*)
	From	To	Hiring on	Relief	

(*) - May include area of work assigned etc.