



Govt. of NCT of Delhi
G. B. Pant Engineering College
Okhla Industrial Estate Phase-III Delhi-20



F.No. 1D(132)/Misc/Admin/Gbpec/2019-20/

Date :

Circular

This is brought in notice that PUCs and issues related services, LTC, allowances, Pay fixation & others are pending from a long time in respective sections.

In context of disposal of PUCs and issues, Chapter 11 "**CHECKS ON DELAYS**" of **MANUAL OF OFFICE PROCEDURE 2019** issued by **MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS** states that "As a general rule, no official shall keep a case pending for more than 7 working days unless higher limits have been prescribed for specific types of cases through departmental instructions. In case of a case remaining with an official for more than the stipulated time limit, an explanation for keeping it pending shall be recorded on the note portion by him. The system of exception reporting will be introduced to monitor the disposal of receipts." may be referred and complied.

Instructions to Section officers of respective sections have conveyed many times regarding checking the assistant ~~diary~~ ^{diary}. But still some of the officials have not submitted their assistant ~~diary~~ ^{diary}.

Competent Authority instructs section officers to take action against those officials who showed non compliance of earlier orders in this regards immediately and submit a complied report in following format on or before 10, October 2019 by 1300 Hrs to Principal Office, G.B. Pant Engineering College.

S.No	Particulars of PUCs/File/Issue	Date of Receiving	Pending From	Dealing Hand	Reasons for Delay
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This is issued with the prior permission of the Competent Authority.


Jatin Verma
Head of Office

Copy to

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Date : 01/10/19

1. PA to Principal (for Kind Information)
2. Dean-Academics- for circulating among staff and faculties
3. All Section Officers (Admin, Account, Purchase, Store)- for circulating among their staff
4. Website-Incharge (for uploading on the college website)


Jatin Verma
Head of Office