दिल्ली ट्रांस्को लिमिटेड
(राष्ट्रीयक्षेत्र दिल्ली सरकार का उपक्रम)
मानव संसाधन–नीति अनुभाग
हवा तल, शक्ति सदन, कोटला रोड, नई दिल्ली–10002
वेब साइट/web site: www.delhitransco.gov.in

DELHI TRANSCO LIMITED
(A Govt.of NCT of Delhi Undertaking)
HR-Policy Section
6th floor, Shakti Sadan, Kotla Road, New Delhi-110 002
ई–मेल/ e-mail: nodal.admn@delhitransco.gov.in दूरभाष / phone : 23230152

No. F.DTL/10(1)/2009-10/P-26/GM(HR)/ 23 Date: 30-06-2009

# CIRCULAR

On the occasion of Foundation Day Celebrations of Delhi Transco Limited and IPGCL on 1st July, it has been decided to distribute sweet packets amongst the officers and employees of DTL, IPGCL, DPCL, Pension Trust and SLDC. The sweet packets for DTL employees shall be available for distribution from **Security Department, DTL [Ground Floor, Shakti Sadan]** from 3:00 PM onwards till 6:00 PM today i.e. on 30.06.09. These packets shall also be available for distribution from 9:00 AM till 10:00 AM tomorrow i.e. on 01.07.09. Shri S.R.Sagar, DM(HR)IV, IPGCL shall be the nodal officer for this purpose in respect of IPGCL employees.

2. To facilitate smooth distribution of sweet packets, all the Sectional Heads are requested to depute 01 nodal officer who shall collect these packets from the designated distribution point on behalf of the employees under the control of their respect Sectional Heads. The nodal officer shall claim the sweet packets supported by a list as per the following format certified by the respect Sectional Heads: -

| Name of the Department | Section | Total No. of employees | Name, Designation, E.No. of nodal officer | Telephone no. of Controlling Officer |
|---|---|---|---|---|
| | | | | |

3. The designated nodal officer shall collect sweet packets for all the employees including those engaged on contract from the designated distribution point at the appointed time. Shri S.R.Sagar, DM(HR)IV, IPGCL and Shri S.R.Barwa, ASO, DTL shall coordinate and ensure smooth distribution of sweet packets as per the above schedule.

(ANUJ KUMAR)
**GENERAL MANAGER(HR)**

Copy to:

1. ED(HR)IPGCL.
2. All GMs of DTL / GM(SLDC) / GM(DPCL).
3. EO to CMD.
4. PSs to Director(HR)/Dir(Fin.)/Dir(Oprs.).
5. All Departmental/Sectional Heads.
6. Sh.S.R.Sagar, DM(HR)IV, IPGCL / Sh.S.R.Barwa, ASO, DTL.
7. Mgr.(IT) – with request to immediately upload on DTL website.