

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**TRANSPORT DEPARTMENT: ADMINISTRATION BRANCH**  
**5/9 UNDER HILL ROAD, DELHI-110054**

F. No. F4(31)/Admn/Tpt/2025 13744

Dated : 25.03.2025

**CIRCULAR**

To ensure that time bound disposal of 'Paper under Consideration' (PUC) and ensuring that no paper has been overlooked, all the Dealing Assistants (DAs) posted in Administration Branch, Caretaking Branch and all other Branches, etc. must maintain assistant dairy or prepare a Statement of PUCs in the format given below, for submitting to their Section Officer/Higher Officer, as and when required:

S.No.	PUC Diary No. & Date of Transport Department	Date of receiving of the PUC by DA	Subject	Received from	Date of Putting up of PUC for submission	Remarks

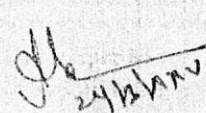
Further, Dealing Assistant shall put up the PUC at the earliest for submitting to Higher Authority as it is received and shall not keep it pending for more than 3 working days unless higher limits have been prescribed/Departmental instructions.

However, all emergent nature of PUCs viz. PUCs related to Member of Parliament, VVIP/VIP Reference, CAT/Court Case, Medical (life/death/emergency cases), Life and Liberty case of a person etc, shall put up by the concerned Dealing Assistant expeditiously, max to max within 2 working days of the receipt/date of submission of requisite information (whichever is earlier) unless or until higher limits have been prescribed for specific type of cases through departmental instructions.

The ADO will act as the Nodal officer and will be responsible for time bound disposal (through concerned dealing hands) in r/o all VVIP references, Court Matters, proposals of DPC and RTI related to Admin Branch. Similarly, AD (Planning)/System Analyst/Section Officers/PCOs/DTOs will be responsible for time bound disposal of all matters of their concerned Branch. In case of over delay/pendency beyond the stipulated time limits explanation for keeping it pending shall be provided to their respective branch in-charges.

All file movement to be monitored properly on regular basis by the Section Officer Level of all Branches so that there is no communication gap or delay at dak stage may occur.

This issues with the approval of the Competent Authority.

  
Dr. Ashutosh Kumar Srivastava  
Dy. Director (Admn)/HOO

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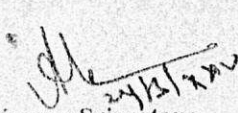
Dated : 25.03.2025

Copy for strict compliance with immediate effect to:

1. All Officers and Officials.
2. IT Branch- for uploading on website.
3. Guard File.

Copy for kind information:

1. PS to ACS cum Commissioner Transport Department, GNCTD.
2. PA to Special Commissioners, Transport Department, GNCTD.
3. All JCs/DCs/SSA/DCA, Transport Department, GNCTD.

  
Dr. Ashutosh Kumar Srivastava  
Dy. Director (Admn)/HOO