

F. No- 42011/1/2022/DCHL-E.1
Government of India
Ministry of Textiles
O/o Development Commissioner for Handlooms

Udyog Bhawan, New Delhi
13th June, 2024

CIRCULAR

Sub: Instructions for switching/turning off all Computers/Devices and other Electrical appliances-reg.

In order to prevent from occurrence of mishaps, such as hacking of data, fire incidents etc. it has been desired that all the Computers/Devices and other Electrical appliances should be switched/turned off after office hours. The officer/user of the system/device will be personally responsible for this. In case of multiple officers sitting in a room/section/division, the senior most officer will be the Room In-Charge. The Establishment Section will share the detailed list of room-in-charge under O/o DC(HL) to General Administration.

2. All the In-charge of the Rooms are instructed to ensure that all the computers/devices and other electrical appliances in their rooms/division/section are switched/turned off and they should mark their signature in closure report on daily basis and submit the weekly report (Format Enclosed) on every Monday to the General Section via email and hard copy positively.

3. General Section, O/o DC(HL) will submit the report to O/o HMOT. These instructions are issued with the approval of the Competent Authority for strict compliance.


(B.K.P Angam)
Chief Enforcement Officer

To,
All Officers/Officials in the O/o DC(HL)

Copy for information to:

1. PS to Hon'ble Minister of Textiles
2. PS to Hon'ble Minister of State for Textiles
3. PS to DC(HL)

[illegible]



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Government of India
Ministry of Textiles

Office of the Development Commissioner for Handlooms
Udyog Bhawan, Maulana Azad Road, New Delhi-110011



Dated 14th June 2024

OFFICE ORDER

In reference to the circular of even no. dated 13th June 2024, following officers/officials are hereby nominated as room-in-charge in O/o DC(HL) :-

Sr. No.	Room No.	Room-In-Charge (Shri/Smt)
1.	534-A	Davinder Sharma
2.	546-A	Ashok Kumar Verma
3.	525-A	Ombir
4.	554-A	Bharat Bhusan
5.	552-C	Sanjay Kumar
6.	552-B	Vivek Kumar
7.	552-A	Bharat Bhusan
8.	552	J S Arora
9.	419-A	Visalakshi Sivanandan
10.	429	Rajesh Kumar Dutta
11.	369-A	P R Meena
12.	55-C	Anil Kumar
13.	57-C	Poonam Chaudhary
14.	51-A	P R Meena

Visalakshi
14/6/2024
(Visalakshi Sivanandan)
Assistant Director
Email: estt1.dchl-textiles@gov.in
Tel (O) 2306 2431

To,

1. General Section, O/o DC(Handlooms)

Copy To

1. All Room-in-charges of O/o DC(Handloom)
2. Office Order/Guard