Office of the Director of Town and
Country Planning, 807, Anna Salai,
Chennai – 600 002.

Roc.No.2810/2011/ K3 Dated:27.1.2011

CIRCULAR

Sub: Establishment – Office of the Director of Town and Country Planning, Chennai -2 – Fair copying of drafts – Certain instructions issued Regarding.

Whenever a O/C draft is approved by Regional Deputy Director (I/c)/ Member Secretary / Assistant Director , after Fair copying draft, signature should be made by Superintendent only.

In the offices where Superintendent is not available then the senior Architectural Assistant / Planning Assistant or Supervisor/D.II should sign the fair copy drafts.

While issuing O/c drafts for typing, enclosures should also be enclosed at the time itself to avoid delay.

Further, whenever a O/C draft is approved, the same should be sent for fair copying on that day itself. No delay should be made for more than one working day.

Fair copy drafts also despatch on the same day itself no delay should be made.

Any delay of fair copy for more than two days from the date of O/C should be despatched without taking further note approval from Member Secretary / Regional Deputy Director.

These instructions should be strictly followed in future. Deviation of the above instructions if any found will be viewed seriously.

Send the acknowledgement by return e-mail.

Sd./-)Pankaj Kumar Bansal
Director of Town and Country Planning

To
All subordinate Offices.
Copy to: Joint Director.
Deputy Director (Administration)(I/c).
Accounts Officer / Assistant Accounts Officer.

P.T.O.

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All Assistant Directors - Head Office.
All Architectural Assistant / Planning Assistants – Head Office.
All Superintendents – Head Office.
All Assistants / Junior Assistants / PR clerks in Head Office.
CC to Director of Town and Country Planning.
Stock File / Web site hosting.

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Superintendent

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