SLUM REHABILITATION AUTHORITY

Circular No.24
97/98

V Floor, Griha Nirman Bhavan,
Bandra [E], Mumbai – 400 051.
Date : 11.11.1998

CIRCULAR

Sub : Office Automation / Computerization – updation of Data.

In the month of October 1998 Slum Rehabiilitation Authority published a booklet named *"Slum Rehabilitation – the steady progress continues...."* informing about the progress pf the S.R. Schemes. During the preparation / compilation of material for the said booklet all the Data Sheet were got updated from Engineering Section and subsequently updated in the computer.

Now subsequent to the publishing of the booklet with a view to update the data in the computer all the concerned Junior Engineers and Sub Engineers are herewith directed to follows scrupulously the procedure outlined below :-

1) Software consultant Shri Madhukesh will give the printouts of the Data already entered into the computer upto October 1998, to the Engineering wing. The concerned Junior Engineer / Sub Engineer shall update / correct the data in these sheets as of date of correction / updation and hand it over to Clerk Shri Naik / Shri Bande.

2) All Junior Engineers / Sub Engineerswill also fill up data sheets for any new schemes approved during the period from October 1998 to the date of filling up data sheets and hand it over to Clerk Shri Naik / Shri Bande.

3) Clerk Shri Naik and Shri Bande shall ensure the updation of data register {Red Register} and then forward the data sheet to Miss Sushma of Computer Division, who shall in turn ensure that the above updated / corrected and new data sheets are entered into the Software / Computer.

This procedure has to continue till further orders.

The above work shall be completed within a week of the date hereof failing which the concerned staff will be held responsible and adverse action taken against them.

Sd/
Chief Executive Officer