

GOVERNMENT OF N.C.T. OF DELHI, DEPARTMENT OF TRADE & TAXES,  
FACILITY MANAGEMENT BRANCH, TELEPHONE NO.23317757  
ROOM NO. 1005, 10<sup>TH</sup> FLOOR, VYAPAR BHAWAN, I.P.ESTATE, NEW DELHI-02

F No1(69)/CTT/FMB/17-18/2681-82

Date: 20 August, 2019

CIRCULAR

As per Office Memorandum No. 19051/1/2017-E.IV dated 02.08.2017 of G.O.I. as endorsed vide Fin. Department, GNCT of Delhi order F.No.24/Fin.( Estt. III)/2016/866 dated 14.08.2017, staff who are supplied uniform and are required to wear them regularly are eligible to receive dress allowance @ Rs.5,000/- per annum w.e.f. 01.07.2017 payable once in a year in the month of July.

HR Branch while forwarding applications of MTS for Dress Allowances has desired to obtain undertaking from the officials before issuing any order in the matter. Accordingly, to process the matter for release of dress allowance in respect of eligible Staff car drivers /MTS for the period 01/07/2018 to 30/06/2019, undertaking as per under mentioned format is required to be submitted by all the Staff Car Drivers/Multi Tasking Staff working in the Department with FM Branch immediately.

*(Signature)*  
(C.V. Adyalkar)  
GSTO(FM).

- 2773/EDP  
20/8/19
1. To all Staff Car Drivers and Multi Tasking Staff (MTS) of Deptt of Trade and Taxes through their respective Branch In-charges.
  2. Notice Board.

UNDERTAKING

I, \_\_\_\_\_ Emp. ID. No. \_\_\_\_\_ is working in the Department of Trade and Taxes as MTS/ Staff Car Driver since \_\_\_\_\_. I undertake that I am required to wear uniform regularly and for the period 01/07/2018 to 30/06/2019 I had reported for duty in uniform and eligible to receive dress allowance of Rs.5,000/- for the period.

Signature:

Name:  
Emp. ID No.  
Designation:  
Branch:

*(Signature)*  
20/08/19  
ADP Section

Sr. System Analyst EDP Cell with request to upload the circular on Deptt's website.