

भारत सरकार / Government of India  
परमाणु ऊर्जा विभाग /Department of Atomic Energy  
निर्माण सेवा एवं संपदा प्रबंध निदेशालय  
Directorate of Construction, Services & Estate Management  
(आबंटन अनुभाग/Allotment Section)

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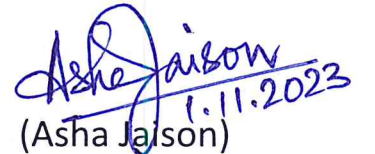
DCSEM/Allot/2/1/2023/217

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CIRCULAR

**Subject: Standard Operating Procedure (SOP) for shifting of personal effects from previously occupied flats to the newly allotted flats of Jaintia and Parasnath.**

1. All shifting/movement of personal belongings are under CCTV surveillance.
2. Use of Lift for shifting of personal belongings should be avoided since the lifts are meant for passenger movement only. All efforts should therefore be made to shift these items through staircase.
3. Damages if any, caused to the common areas/staircases/lift/landing area etc. on account of such movement will be recovered from the allottees of respective flats.

  
(Asha Jaison)  
AO-III (EM)  
DCSEM

**Copy to :-**

1. Office of Director, DCSEM
2. Chairman, GB, DCSEM
3. ESD – I / II, DCSEM.