

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: July 17, 1970

TO: Borough Superintendents

FROM: Thomas V. Burke, Director of Operations

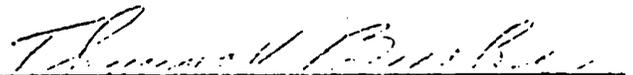
SUBJECT: New Universal Summons - Employee Registry Number

It is required by the new universal summons form that the signature and rank of the complainant and the tax registry number be placed in the designated spaces at the bottom of the form.

The complainant, for those summonses issued by this department, will be the inspector. The "Tax Registry No." is the employee registry number, which appears on each paycheck of the department.

Please instruct all inspectors to note in their records, the number which appears in the fifth column of the paycheck, designated as "Social Security or Employee Registry No." This is the employee registry number for the person whose name appears on the check. The notation should be made on the next pay day so that the inspectors will have such number available when issuing a summons.

~~The employee registry number remains the same for the entire time an employee works for the city, unless he changes his pension plan.~~



Thomas V. Burke
Director of Operations

TVB/df

CC: Comm. O'Neill
Dep. Comm. Ferro
Asst. Comm. Padavan
Messrs. Schneider, Walsh,
Minkin, Kupfer, Linker, Loudon
Kehoe, Goldstein, Nelson, Beck,
Garrison, Lutenberg, Grill