

....

New Delhi, dated 16-3-98

OFFICE MEMORANDUM

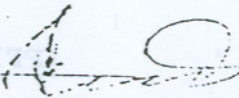
Subject: Avoidance of unnecessary references to the Department of Personnel & Training.

....

The undersigned is directed to refer to the d.o. letter No.21011/1/85-CGM dated 7.2.1985 from Secretary(P) to Secretaries of All Ministries/Departments on the above subject (copy enclosed) and to say that the instructions contained in the D.M. are not being followed by various Ministries/Depts. As a result, a large number of routine references are being made to the Department of Personnel & Training by the administrative Ministries. Most of the reference are made just by way of seeking clarification or confirmation of the proposed action. Some of the references are based on assumptions/presumptions and in a large number of cases are sent to this Department over the signature of officers below the level of Joint Secretary. It has also been noted that sometimes different wings of the same administrative Ministry/Department make references on the same issue proposing different courses of action.

2. As the Ministries/Departments are aware, the Brochure on the Reservation for the Scheduled Castes and the Scheduled Tribes prescribes the duties of a Liaison Officer required to be appointed in each Ministry/Department. All cases of doubt/clarification, in the normal course, are required to be referred to the Liaison Officer. In view of this position, it is desirable that references to the Department of Personnel and Training are made only where the concerned Ministry/Department has reasons to differ with the advice of the Liaison Officer. In all such cases and other cases where consultation with the Department of Personnel & Training is prescribed under the rules/orders, a self-contained note containing the views of the Liaison Officer and of the Ministry and highlighting the substantive policy matter on which the advice of the DOP&T is sought should be referred to DOP&T over the signature of an officer at the level of Joint Secretary dealing with the subject in the concerned Ministry/Department.

3. Ministries/Departments may also suitably advise their attached and sub-ordinate offices not to make references directly to the Department of Personnel and Training.



(R.K. Tandon)

Joint Secretary to the Govt. of India

To,

1. All Ministries/Departments of the Government of India.
2. Department of Economic Affairs (Banking Divn), New Delhi.
3. Department of Economic Affairs (Insurance Division), New Delhi.
4. Department of Public Enterprises, New Delhi.
5. Railway Board.
6. Union Public Service Commission/Supreme Court of India/
Election Commission/Lok Sabha Secretariat/Rajya Sabha
Secretariat/Cabinet Sectt./Central Vigilance
Commission/President's Office/PMO/Planning Commission.
7. Staff Selection Commission, CGO Complex, Lodhi Road,
New Delhi.
8. All Officers/Sections of the Department of Personnel
and Training/Department of Administrative Reforms &
Public Grievances/Department of Pensions & Pensioners
Welfare.