OFFICE MEMORANDUM

Subject: PM's Interaction with JS and AS' - reg.

The undersigned is directed to reproduce the following action points emerging out of the suggestions made by officers in PM’s Interaction with JS and AS’, for information and compliance:-

1. There is need for communication audit. There is also need for standardization in government communications. Every Cabinet Note must include a Communication Plan which would indicate the content as well as medium of information dissemination about that particular proposal.
2. Government orders/guidelines are usually given out in hard copy and then uploaded as a PDF document. This needs to be reversed. Hard copy should be an exception only.
3. Government websites, which are usually for information dissemination, should be made interactive.
4. Officers may be mandated to spent at least 5-6 days in a month in the field. Have singularity of purpose.
5. Officers do not take decisions for fear of failure. It is time we talk about Attempts/Failures also and not just successes.
6. There is need for communication between senior and juniors. Need for a department vision and not just project plans. Need to align all employees of the organization to the vision of the organization.
7. The current systems of OMs and Orders needs to be revamped. Instead of multiple orders on the same subject, each department should undertake an annual validation of all OMs on the same subject. While doing so, all earlier orders on the subject should be subsumed and only one OM should remain current. Consolidation of circulars as has been done in MNREGA should be done.
8. Mobile apps in vernacular may be developed for field staff, to help implementation of schemes.
9. Need to match job requirement with skill sets of employees.
10. Need to ensure quality of people who enter into Government, they should have a spirit of public service. Government recruitment advertisements may need to be more motivating/attractive like those of defence forces.
11. Need to engage with stakeholders - example of Bhubaneswar Municipal Corporation where encroachments cleared through engagement with them.
12. Before making new Acts, we should assess the relevance of old enactments and dispense with them.

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To
1. All Organizations under the Ministry of Water Resources, RD&GR
2. All Wing Heads/Division Heads/Branch Heads/Sections of the Ministry of Water Resources, RD&GR
3. PS to Secretary/PPS to JS(A)/PPS to JS(RD&PP)/PPS to JS&FA, MoWR, RD&GR
4. NIC Cell, MoWR, RD&GR - with a request to upload the same on intra-net of the Ministry.