

No.:W-22011/2/2023-O and M -MOWR
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
(O&M Section)

Room No. 1, 'B' Wing, Ground Floor,
Shastri Bhawan, New Delhi
Dated : 15th February, 2024

OFFICE MEMORANDUM

Subject: - Limiting channel of Submission (Delaying) in submission of files to 4 levels - reg.

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Secretary (DAR&PG) while reviewing the monthly report for the month of December, 2023 on '**Secretariat Reforms**' with Nodal officers of Special Campaign 3.0 has observed that various Ministries / Departments have achieved significant progress in delaying resulting in reduction in average number of distinct levels from 7.19 in 2021 to 4.68 in December, 2023 and has **requested all Ministries / Departments to ensure that the average distinct level in respect of their respective Ministry / Department should not exceed 4 levels in submission of files .**

2. The average distinct levels on channel of submission (delaying) are accessible to Nodal Officers of each Ministry / Department through dedicated website i.e. <https://vishleshaneoffice.gov.in> and while going through the average distinct levels for the month of January, 2024, **it is observed that number of distinct levels in respect of DoWR, RD & GR was 5.01.**

3. Heads of all Organizations / Wings / Divisions / Sections **are, therefore, requested to strive that the channel of submission (delaying) is not exceeded beyond 4 levels** and in cases where decisions are to be taken at the level of Hon'ble Minister / MoS / Secretary / Wings Heads ., file noting may be initiated at appropriate level to keep the distinct levels of submission to 4. In this connection provisions of Manual of office procedure are quoted as below:

*"To facilitate quicker decision making, **channels of submission should not be more than four.** Powers are to be delegated to operationalize this principle. **In case of files to be submitted to Minister in charge, a case may be initiated at the level of Deputy Secretary or Director. However, the Section and the Branch Officer would provide assistance to obtain inputs for the case and to prepare draft notes and communications, etc.**"*

Encl: As above.

Signed by Manish Uniyal
Date: 15-02-2024 15:52:18
Reason: Approved
(Manish Uniyal)
Under Secretary (Coord)
Tele: 23074005
E-Mail: uscoord-dowr@gov.in

To:

1. Heads of all Organizations under DoWR, RD & GR
2. Heads of all Wings / Divisions / Sections under DoWR, RD & GR

Copy for information:

1. Sr. PPS to Secretary (WR)
2. Sr. PPS to JS (A, IC&GW), DoWR, RD&GR

F.No.30011/02/2019-0&M (Part-III)(e.No.5866)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Administrative Reforms & Public Grievances

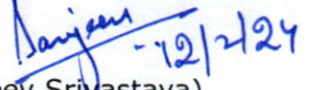
6th Floor, Jawahar Vyapar Bhawan, New Delhi
Dated: 12th February, 2024

OFFICE MEMORANDUM

Subject: Minutes of the virtual review meeting with Nodal Officers of Special Campaign 3.0 on the monthly report of 'Secretariat Reforms' for December 2023

The undersigned is directed to enclose herewith a copy of minutes of the meeting held on 07.02.2024 at 3:00 PM under the Chairmanship of Shri V. Srinivas, Secretary, DARPG with Nodal Officers of all Ministries/Departments on Secretariat Reforms Report, December 2023 for information and necessary action.

Encl: As above


(Sanjeev Srivastava)
Deputy Secretary to the Government of India
Tel. No. 23350443
Email: sanjeevs.edu@nic.in

To

Nodal Officers of Special Campaign 3.0.

Copy for information to:

1. PSO to Secretary/DARPG
2. PSO to JS(JD).

**Minutes of the virtual review meeting with Nodal Officers of
Special Campaign 3.0 on the monthly report of 'Secretariat
Reforms' for December 2023**

Date and time: 07.02.2024 at 3:00 PM

A meeting was held under the Chairmanship of **Shri V. Srinivas, Secretary, DARPG** with the Nodal officers of Special Campaign 3.0 on 7th February, 2024 at 03:00 PM to discuss the monthly Report of 'Secretariat Reforms' for December, 2023.

2. The list of participants is at **Annexure-I**.

3. Secretary DARPG welcomed the participants and made a detailed presentation on the Monthly Report on 'Secretariat Reforms' for December, 2023. He appreciated the Ministries for continuing the momentum of Special Campaign 3.0 by achieving significant targets in an off-campaign month. He also requested Ministries/Departments to pay special attention on timely disposal of MP References, IMC References and Fulfillment of Parliamentary Assurances.

4. After detailed discussions, the following issues were highlighted and decisions taken:

- The achievements of e-Office parameters on Analytics dashboard (<https://vishleshan.eoffice.gov.in/>) were highlighted.
- Ministries have achieved significant progress in delayering resulting in reduction in number of levels since 2021 resulting in reduction from 7.19 average distinct levels in 2021 to 4.68 in December, 2023. A low of 4.11 was observed in November, 2023.
- **The Ministries may ensure that the average distinct level remains at about 4.**
- Secretary DARPG requested Department of Agriculture & Farmers Welfare, Department of Rural Development, Ministry of Information & Broadcasting and Ministry of Power, to expedite reply to his DO letter dated 8th January, 2024 requesting to review their reporting channels at senior positions of Additional Secretaries and Joint Secretaries to meet the objective of delayering.

- From the next month, the Report on Secretariat Reforms may add a thematic section on focus areas. For the month of January, 2024 Report, the theme may be "Improvements in Record Rooms and Central Registration Units". The Ministries/ Departments were requested to send HD quality photographs of their Record Rooms and Central Registry Units (If possible both before and after). In later months a new theme such as (i) Efficient utilisation of Freed space; (ii) Enhancement of office spaces; (iii) Inclusivity; (iv) Environment friendly activities; (v) Citizen Centric Activities; (vi) Waste to Wealth may be taken up.

5. The meeting ended with Vote of thanks to the Chair.

Annexure-I

List of participants (Physical)

Shri V.Srinivas, Secretary DARPG

In the chair

DARPG

1. Smt. Jaya Dubey, Joint secretary, DARPG
2. Shri Narendra Kumar Meena, Director, DARPG
3. Shri Sanjeev Srivastava, Deputy Secretary, DARPG
4. Team QCI

Through VC

85 Nodal officers/ Representatives of all Ministries/Departments of Special Campaign 3.0.