

Shram Shakti Bhavan, Rafi Marg,
New Delhi, the 5th February, 2015.

OFFICE MEMORANDUM


Subject: Submission of files to Hon'ble Minister (WR)- reg.

All Wing Heads/Divisional Heads are hereby requested to kindly ensure that all files to be submitted to the Hon'ble Minister (WR, RD & GR) are invariably accompanied by a **separate Brief Statement** indicating the gist of the proposal on the following points:-

- (i) Proposal
- (ii) Main features/issues involved
- (iii) Financial implications involved, if any
- (iv) Points on which approval is required

2. The Brief Statement **should not exceed one page.**

3. The above instructions may kindly be adhered to strictly by all concerned in all cases with immediate effect.


(Khatchin Langel)
Director (Admn)
Tel No. 23714734

To

1. All Wing Heads, MoWR, RD &GR
2. All Divisional Heads, MoWR, RD &GR

Copy to:

1. PS to M (WR, RD &GR)
2. PS to MoS (WR, RD &GR)
3. PPS to Secretary (WR, RD & GR)
4. PS to AS (WR, RD &GR)
5. PS to JS (A &GW)/ PS to JS (PP)/ PS to JS & FA
6. Tech. Director (NIC) to upload on MoWR intra-website.