

Shram Shakti Bhavan, Rafi Marg,
New Delhi, the 9th February, 2015.

OFFICE MEMORANDUM

Subject: Examination/processing of files which require approval of Secretary/ Hon'ble Minister (WR, RD &GR).

It is stated that proposals involving financial expenditure are to be examined in all Wings in consultation with IFD before the same are submitted for kind consideration/approval of Secretary/ Hon'ble Minister (WR, RD &GR). It has, however, been observed that this standing instructions have not been followed in many cases. The following guidelines are hereby reiterated:-

- (a) All proposals involving financial expenditure should be examined in consultation with IFD before the same are submitted for approval of Secretary / Minister (WR, RD &GR).
 - (b) All files should be neat, clean & tidy, docketed etc.
 - (c) The file covers and file boards should be in proper shape/ presentable manner.
2. The above instructions should be strictly complied with in all cases.


(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 Hon'ble Minister (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), MoWR to upload in the Ministry's Website.