

केन्द्रीय जल आयोग
अभिकल्प एवं अनुसंधान समन्वय निदेशालय

Sub: Official dealing between the Administration and Members of Parliament and State Legislatures-Observance of proper procedure.

उपरोक्त विषय पर प्राप्त पत्र संख्या 502/ 1 / 2012/ सीए. - वी. दिनांक: 6. 6. 2012 की एक प्रति (संलग्नक सहित) सूचनार्थ एवं कार्रवाई हेतु प्रेषित की जाती है।

संलग्नक उपरोक्त।

विपिन कुमार सिन्हा
27/6/2012
(विपिन कुमार सिन्हा)
उप निदेशक

नोडल निदेशक, फाटक (उ. एवं प.) / एच. सी. डी. (उ. एवं प. द.) / एच. सी. डी. (पू. एवं उ. पू.) / ज. वि. (मध्य) / सरदार सरोवर (विद्युत गृह) / बांध सुरक्षा प्रबोधन निदेशालय, केन्द्रीय जल आयोग।

पत्र सं 20/ 26 / 2012/ अभि.एवं अनु.सम. / 305-1.7

दिनांक: 27. 6. 2012

प्रतिलिपि:

- 1 मुख्य अभियंता, अभिकल्प (उ. एवं प.), केन्द्रीय जल आयोग।
- 2 मुख्य अभियंता, अभिकल्प (उ. प. एवं द.), केन्द्रीय जल आयोग।
- 3 मुख्य अभियंता, अभिकल्प (पू. एवं उ. पू.), केन्द्रीय जल आयोग।
- 4 मुख्य अभियंता, अभिकल्प नर्मदा बेसिन परियोजना, केन्द्रीय जल आयोग।
- 5 मुख्य अभियंता, जल विज्ञान अध्ययन संगठन, केन्द्रीय जल आयोग।
- 6 मुख्य अभियंता, बांध सुरक्षा संगठन, केन्द्रीय जल आयोग।

केन्द्रीय जल आयोग
बांध सुरक्षा प्रबोधन निदेशालय

पत्र की एक प्रति (संलग्नक सहित) सूचनार्थ एवं उचित कार्य वाही हेतु प्रेषित है।

निदेशक: यंत्री/सा.प्र./नी.अ.एवं वि.वि.बां.सु.पु.के.ज.आ.

13/2-E/Circular/DSM/2012/431-434

Dated 27/06/2012

NOISSIMMOO ETATM TAYAL

केन्द्रीय जल आयोग

शाहिदे हुसैन
(शाहिदे हुसैन)
शाखा अधिकारी

सी.टी.एन
29/6
उपनिदेशक
23/07/12
श्रीमती

No.20/20/2012-Admin
Government of India
Ministry of Water Resources



Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 19th June, 2012

Subject: Official dealings between the Administration and Members of Parliament and State Legislatures – Observance of proper procedure

The undersigned is directed to enclose herewith a copy of Cabinet Secretary's D.O. letter number 502/1/1/2012-CA-V dated 6.6.2012 on the subject mentioned above for information and strict compliance.

Encl: As above

(L.P. SHARMA)

UNDER SECRETARY TO THE GOVT. OF INDIA

TEL. NO. 23738126

Email: usadmn-mowr@nic.in

Secretary C.W.C.
Dy. No. 2786
Date 19.6.12

To,

1. All Wing Heads in the Ministry of Water Resources
2. All Officers/ Sections/ Units in the Ministry of Water Resources
3. All Organizations of the Ministry of Water Resources

Copy to :-

1. PS to Minister (WR)/ PS to MOS (WR)
2. Sr. PPS to Secretary (WR)/ PS to AS (WR)/ PS to JS (Admn & PP)
3. NIC Cell, Ministry of Water Resources – for uploading on the circular portal of the intranet.

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सचिव
CABINET SECRETARY
NEW DELHI

Dated 6th June, 2012

Dear Secretary,

It has been brought to the notice of the Prime Minister that there have been instances where letters addressed to the Officers by the Members of Parliament (MP) are not acknowledged / replied promptly. In this regard, I would draw your attention to DoPT OM No. 11013/4/2011-Est(A), dated 01.12.2011, which prescribes the observance of proper procedure in official dealings between the administration and MPs.

2. It is reiterated that appropriate steps may be taken to ensure that letters from Members of Parliament and Members of State Legislatures must be properly acknowledged and reply sent at an appropriate level expeditiously as per the relevant provisions of Central Secretariat Manual of Office Procedures, which have been excerpted at para 4 of the DoPT OM dated 01.12.2011.

3. Suitable instructions in this regard may also be issued to all the attached / subordinate offices and public sector undertakings attached to your Ministry / Department.

With regards,

Yours sincerely,

(Ajit Seth)

Shri Dhruv Vijai Singh
Secretary,
Ministry of Water Resources
New Delhi

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