

धुव विजय सिंह, आई.ए.एस.
DHRL VIJAI SINGH, IAS

विशेष सचिव
SPECIAL SECRETARY

1120
14/6/10

145
11-6-2010

6-97 B
11/6

भारत सरकार
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
प्रशासनिक सुधार और लोक शिकायत विभाग
सरदार पटेल भवन, संसद मार्ग
नई दिल्ली-110001

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
& PENSIONS
DEPARTMENT OF ADMINISTRATIVE REFORMS
& PUBLIC GRIEVANCES
SARDAR PATEL BHAVAN, SANSAD MARG
NEW DELHI-110001

D.O.No. 21013/1/2010-O&M

Dated the 31 May, 2010

Dear Dr. Katoch,

The Central Secretariat Manual of Office Procedure (CSMOP) lays down the procedures for handling letters received from the Members of Parliament. The CSMOP provides that each communication received from the Members of Parliament will be acknowledged within 15 days, followed by reply within the next 15 days of acknowledgement sent.

2. It has come to our notice that the provisions contained in CSMOP in this regard are not being properly adhered to and a number of complaints have been received in this regard.

3. I would be very grateful, if the officials working under your Ministry/Department could be suitably sensitized on the issue and advised to send prompt reply to the letters received from the Members of the Parliament.

With regards,

~~JSCSP~~

Dr D. Anubhag
Dr H. Chandras
Dr C.

Dr Lalit Kaul
SAG

Yours sincerely

(D.V.Singh)



मंत्रिमंडल सचिव
CABINET SECRETARY
NEW DELHI

10/6
245-200

18th May, 2010

D.O.No. 1/1/2010-CS(A)

Office of JS (SP)
File No. L-840
24/5

Dear Secretary

Office of the Secy (Min)
Discy No. 968
Date 24/5

You must be aware that acceptance of awards without prior approval of the Government is a violation of the Conduct Rules. The acceptance of awards attracts the provisions of Rule 14 of the Central Civil Services (Conduct) Rules, 1972 and the instructions issued there under. The provisions of Rule 14 provide that a Government servant shall not, except with the previous sanction of the Government, receive any complimentary or valedictory address, or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other Government servant.

2. However, it has been noticed that some officers have accepted awards in the past from the non-Governmental organisations without the prior approval of the Government. I am directed to caution you against acceptance of any award in future without prior sanction of the Government. Acceptance of awards without the prior approval of the Government will be viewed adversely. The officers in your Ministry/Department and attached and subordinate offices may be apprised of this.

center
17/10/10
245

~~JS (SP)~~
~~SP (A)~~

Yours Sincerely,

(K. M. Chandrasekhar)