

U.T. Administration of Daman & Diu,
Department of Personnel & Administrative Reforms,
Secretariat, Daman – 396 220.

No.6/32/98-PER/Part/364

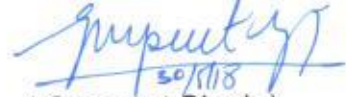
Dated:- 31 /05/2018.

**Sub:- Amendment of the 14th Edition of the Central Secretariat
Manual of Office Procedure – regarding.**

Madam/Sir,

Please find enclosed herewith a copy of letter F.No.15039/108/2016-UT (Coord.)(Part-II) dated 8th May, 2018 received from the Government of India, Ministry of Home Affairs, New Delhi alongwith OM No.I-34020/23/2018-Coord-I dated 02/05/2018 and OM No.146016/1/2018 dated 26/04/2018 and its enclosures received the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, New Delhi on the subject cited above for information and compliance.

Yours faithfully,



(Gurpreet Singh)
Deputy Secretary (Per)

Encl : As above.

To,

All Heads of Office,
Daman & Diu.

Copy to :-

1. The P.S. to Administrator, Secretariat, Daman for information, please.
2. The Deputy Collector, Diu with a request to circulate the same to all Head of Offices in Diu District.
3. Office copy/Guard file.

SPEED POST

F.No.15039/108/2016-UT (Coord.)(Part-II)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
UT Division

North Block, New Delhi
Dated the 2nd May, 2018

To

1. The Chief Secretary, Govt. of NCT of Delhi, Delhi Sachivalaya, I.P. Estate, New Delhi-110002.
2. The Advisor to the Administrator, UT of Dadra & Nagar Haveli, Secretariat, Silvassa.
3. The Advisor to the Administrator, UT of Lakshadweep, Karvaratti.
4. The Chief Secretary, UT of Andaman and Nicobar Islands, Port Blair.
5. The Advisor to the Administrator, UT of Chandigarh, Chandigarh.
- ~~6. The Advisor to the Administrator, UT of Daman & Diu Secretariat, Daman, Moti Daman.~~
7. The Chief Secretary, Government of Puducherry, Puducherry.

Subject: Amendment of the 14th Edition of the Central Secretariat Manual of Office Procedure - regarding.

Sir,

I am directed to forward herewith a copy of OM No. I-34020/23/2018-Coord-I dated 02/05/2018 along with a copy of OM no. 46016/1/2018, dated 26/04/2018 and its enclosures received from Ministry of Personnel, Public Grievances & Pension Department of Administrative Reforms & Public Grievances on the above mentioned subject for information and compliance.

Encl : As above

Yours faithfully

(M.N. Khan)

Under Secretary to the Government of India
Tele: 23093147

Supdt (Per)
g
21/5
W&A

कार्मिक एवं प्रशासनिक सुधार विभाग, दमण.
Dept. of Per. & Admn. Reforms, Daman.
FTS Inward No. 902 dt. 22/5/2018
FTS Outward No.dt.

1241564/AS(UT)/2018

2/5

606/UT(Coord)/18

7/5/18

No. I-34020/23/2018 -Coord.I
Government of India/ Bharat Sarkar
Ministry of Home Affairs/ Grih Mantralaya

New Delhi, the 2nd May, 2018.

OFFICE MEMORANDUM

Subject: Amendment of the 14th Edition of the Central Secretariat Manual of Office Procedure – reg.

The undersigned is directed to forward herewith a copy of Deptt of AR & PG's O.M. No.46016/1/2018 – O&M dated 26.04.2018 alongwith its enclosure, on the above mentioned subject for information and compliance.

रामशरण
2/5/2018

(Ram Saran)
Section Officer (C-I)
Tel:23093856

Encl: as above

To

1. ✓ AS (UT)
2. All Divisional Heads in MHA (P)
3. Adviser (P-II)
4. RG & CCI.

E-A (UT) by 3/5

4/5

~~Admitted~~
4/5
U.S/Coord

4/5-18
20/6/18

4/5
Rajendra

No. 46016/1/2018-O&M

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Administrative Reforms & Public Grievances

5th Floor, Sardar Patel Bhavan, Sansad Marg,

New Delhi-110001, Dated 26.04.2018



OFFICE MEMORANDUM

Subject: Amendment of the 14th Edition of the Central Secretariat Manual of Office Procedure.

The undersigned is directed to refer to this Department's D.O. letter of even number dated 29th May, 2015 from Secretary, Department of Administrative Reforms & Public Grievances addressed to Secretaries of all Central Ministries/Departments of the Government of India forwarding therewith a copy of the 14th Edition of Central Secretariat Manual of Office Procedure for adoption (copy enclosed) and to say that on reconsideration of the 14th Edition of the CSMOP it has been felt that the following two amendments are required in the CSMOP:-

Change in the Title of the paragraph 37 of the 14th Edition of the CSMOP

Existing

"Correspondence with Member of Parliament, VIPs"

Revised

"Correspondence with Member of Parliament, VIPs and Member of Public"

Addition of a sub-paragraph No. (viii) in the paragraph No. 37 of the CSMOP against which the text should be as follows:

"As far as possible, requests from members of public should be looked at from the user's point of view and not solely from the point of view of what may be administratively convenient."

2. The above two amendments may be brought to the notice of all concerned in their Ministries/Departments and for adoption positively by 01.05.2018.

3. This issues with the approval of the competent authority.

Handwritten notes:
see in 27/4/18
DS/Coord. I - on tour
Comp (C-1)
MS. RMC
13/4

(Anurag Srivastava)

Deputy Secretary to the Government of India

Tel: 23362325

e-mail: srivastava.a@nic.in

The Secretary,
Ministry of Home Affairs,
North Block, New Delhi.

of the Government of India

अलोक रावत
ALOK RAWAT, I.A.S.
SECRETARY



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, PG & PENSIONS
SARDAR PATEL BHAVAN, SANASD MARG
NEW DELHI-110001

dated 29th May, 2015

D.O.No. 46016/2/2014-O&M

Dear Secretary

As you would be aware that the guiding spirit behind the Government functioning is contained in the Central Secretariat Manual of Office Procedure (CSMOP), which was last updated in September, 2010. This Thirteenth edition of CSMOP consisted of 2214 pages.

2. The Hon'ble PM has stressed upon the need for simplification of the Procedures and to remove the redundancy therein. The draft of the fourteenth edition of CSMOP was circulated in January, 2015 for suggestions to all Ministries/departments. After examining the various suggestion received, the Fourteenth edition of CSMOP has been finalized and placed in e-Book form in a bilingual format, on the website of Department of Administrative Reforms and Public Grievances on Friday 22nd May, 2015. (www.darpg.nic.in). This edition consists of 51 pages.

3. A copy of CD containing in the Hindi and English version of CSMOP (Fourteenth edition) is annexed. To facilitate transition from the Thirteenth to the Fourteenth edition, the Thirteenth edition is still available in the website of DARPG.

4. The Para 64 of CSMOP stresses upon preparation of citizen/ client Charter by the Ministry/Department for the services they are providing and to constantly update the same. A similar approach would be required in respect of maintaining and updated the departmental website in terms of Para 63 of CSMOP.

With good wishes,

Yours sincerely,

29-5-2015

(Alok Rawat)

Encl: As per above

Secretaries in Government of India



Please visit our websites <http://darpg.gov.in>: <http://persmin@gov.in/pension.asp>

Telephone: 11-23742133 Telefax: 91-11-23742546 e-mail: secy-arpg@nic.in