


F.No. 38/2/2014-OM&C
Planning Commission
(OM&C Section)

Yojana Bhawan, Sansad Marg,
New Delhi-110001, dated: 24/11/2014.

CIRCULAR

D.O. Letter No. 30014/2/20014-O&M dated 11th November, 2014 from Secretary, Department of Administrative Reforms, PG & Pensions regarding following the procedures laid down in the Allocation of Business Rules of the Government of India (AOB), while transferring cases from one Department/Ministry to another, is attached herewith for information and compliance of suggestion contained therein.



(Sunita Beck)
Under Secretary (OM&C)
Extn.:2532

Standard distribution through vojana@ismgr.nic.in

आलोक रावत
ALOK RAWAT, I.A.S.
सचिव
SECRETARY



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

D.O.No.30014/2/20014-O&M

Dated: 3rd November, 2014
/11/14

Dear Secretary,

It has been observed that one of the main reasons for delay in disposing of letters received in the Government of India is that they are transferred/addressed from one office to another without examining whether the subject belongs to the receiving Ministries/Departments. This results in wastage of a lot of precious time, stationery, manpower resources and money of the Government of India. The problem aggravates in the case of Parliament Questions, RTI Applications, Public Grievances and other important time bound references. The Allocation of Business Rules of Government of India (AOB) is available on the website of the Cabinet Secretariat (www.cabsec.nic.in).

2. May I suggest that the functionaries of your Ministry/Department are advised to refer to the AOB before transferring/forwarding references. It is further suggested that all the communications through which such papers are transferred/addressed by your Ministry/Department should contain an entry stating that "the letter/reference is being transferred/forwarded to the Ministry/Department/Office concerned after going through the allocation of Business Rules of the Government of India."

With best wishes,

Yours sincerely,

2.11.2014
(Alok Rawat)

Ms. Sindhushree Khullar
Secretary
Planning Commission
Yojana Bhawan
New Delhi-110001.

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USCOMB

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सचिव (सि.सू.) का कार्यालय
Office of Secretary (PC)
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OMC

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