

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI
E-mail : arupdate@nic.in ; fax : 23392621

No.F.15/01/2014/AR/1720-1879/C

Dated: 29/01/14

AR/2014/176
 Dy. Dir. of Pr. Secy(U.D)
 Date: 29/01/14

To,

All Principal Secretaries / Secretaries / Heads of Department,
 Govt. of NCT of Delhi,
 Delhi / New Delhi.

Sub.: Adherence to instructions & provisions of Manual of Office Procedure.

Sir / Madam,


I am directed to invite a reference to the provisions of Central Secretariat, Manual of Office Procedure which presents guidelines for smooth management of records by the Govt. Departments / Offices / Local Bodies / Autonomous Bodies. These needs to be adhered by all departments.

The Govt. of India has brought out the 13th edition of Central Secretariat, Manual of Office Procedure which needs to be adopted by all the Departments / offices / Local Bodies / Autonomous Bodies / Undertakings of Govt. of NCT of Delhi.

A copy of Central Secretariat, Manual of Office Procedure - the 13th edition is available on the website of the Department of Administrative Reforms and Public Grievances, Govt. of India at <http://www.darpg.gov.in>, which can be downloaded for ready reference.

This issues with the approval of Secretary (AR).

Yours faithfully,


 (PANKAJ JOSHI)
 Dy. DIRECTOR (AR)
 Ph. : 23392620

Pl download & ensure compliance

SSUD

*42/SS/14
 31/1/14*

for compliance by all concerned

i) DS Admn -

ii) Asst. Programme Officer, B&S

iii) PA to DS (AD)

31/1/14