

Subject: Action Taken Report on the steps taken to identify forms that are in vogue and shorten them to one page only..

To: K K SHARMA <csdelhi@nic.in>

Date: 10/10/16 03:31 PM

From: "P.K. Jain" <soplg@mha.gov.in>

388/c

3713

Fast B&W scan to a PDF file_103.PDF (9kB)

Fast B&W scan to a PDF file_102.PDF (114kB)

Sir,

please find enclosed.....




Important.


S. S. SCS

10/10/16

1. Secretary (AR) on leave
2. Secretary (Rev)
3. PS (M)

ml
10.10.16
SOAR


13/10/16
RA (bD)

3881C

Hitesh Kumar S. Makwana, I.A.S.

संयुक्त सचिव
JOINT SECRETARY
Tel : 23092630
Fax : 23092675



भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
NORTH BLOCK
NEW DELHI - 110001

No. 15039/75/2016-UT(Coord.)

Dated the 7th October, 2016

Dear Sir,

Kindly refer to this Ministry's D.O. letter of even number dated 03/03/2016 (copy enclosed) and subsequent reminder dated 04/05/2016, 15/06/2016, 10/08/2016 & 29/09/2016 including DO reminder dated 18/07/2016 regarding the decision taken in the first meeting of Hon'ble PM pertaining to identification of forms that are in vogue and directions issued to shorten them. The Action Taken Report in the matter is still awaited from your office.

2. As the time limit for furnishing the details to PMO has already expired, I shall be grateful if you could kindly have this matter looked into personally and arrange to have the requisite details in the prescribed format in respect of the UT under your charge forwarded to this Ministry on priority.

With kind regards

Yours sincerely,

Hitesh Makwana
7/10/16

(Hitesh Kumar S. Makwana)

Shri K.K.Sharma, IAS
Chief Secretary
Govt. of NCT of Delhi
I.P. Estate, New Delhi

38716
SPEED POST

1881.8
R & I.

**F.No.15039/75/2016-UT(Coord.)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
UT Division**

North Block, New Delhi,
Dated the 03rd March, 2016

To

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


Subject: Action Taken Report on the steps taken to identify forms that are in vogue and shorten them to one page only - regarding.

Sir,

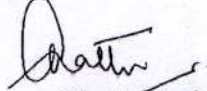
I am directed to forward herewith a copy OM No. I-34020/15/2016-Coord-I dated 26/02/2016 and DO letter No. 30011/1/2016 dated 15/02/2016 received from Ministry of Personnel Public Grievances & Pensions, D/o Administrative Reforms & Public Grievances, New Delhi on the above mentioned subject.

2. You are, therefore, requested to bring the matter to the notice of the offices under your administrative control and send the Action Taken report to this Ministry by 5th March, 2016.

Encl : As above



Yours faithfully,


(Suman Chatterjee)
Under Secretary to the Government of India
Tel.: 23093599

388k
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Office of I.S. (UT)
7/1/082
29/2

F.No.I-34020/15/2016-Coord-I
Ministry of Home Affairs/ Grih Mantralaya
(Coordination-I Section)

443/UT (Coord-I)/16

02/03/2016

North Block, New Delhi
Dated the 26th February, 2016

OFFICE MEMORANDUM

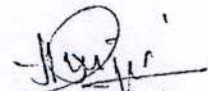
Subject: Action Taken Report on the steps taken to identify forms that are in vogue and shorten them to one page only.

The undersigned is directed to send herewith a copy of the D.O.No.30011/1/2016 dated 15th February,2016 received from Ministry of Personnel Public Grievances & Pensions, Department of Administrative Reforms & Public Grievances, New Delhi on the above subject.

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29/2/16

2. All Divisional heads are requested to kindly bring the matter to the notice of the organizations under their administrative control for information and necessary action as related in paras 3 & 4 of the above D.O. letter dt. 15/02/2016 Action Taken report pertaining to each Divisions under MHA may be send to Coordination-I Sections latest by 8th March 2016.

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113
BSC (copy)
Encl: As above


(H. Kujur)
Under Secretary (Coord-I)
Phone No. 23094435

To

1. Secy(BM)/SS(IS)/ All Additional Secretaries.
 2. All Divisional Heads in the Ministry of Home Affairs
 3. RGI & CC.
- 113
coord
H (A) 113
02/03/2016
H. Kujur

देवेन्द्र चौधरी
Devendra Chaudhry, IAS
सचिव
SECRETARY

SN 11(K)



सत्यमेव जयते

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.30011/1/2016-O&M

Dated: 15th February, 2016

Dear Secretary,

I am enclosing a copy of D.O. letter dated 5th June, 2015 from the then Cabinet Secretary addressed to the Secretaries of all Central Ministries/Departments conveying the decisions taken in the first meeting of the Hon'ble Prime Minister with all Secretaries to Government of India on 4th June, 2014 (Annex.I).

2. As per the paragraph No.2(c) of the letter every Ministry/Department were required to identify 'forms' that are in vogue and shorten them, where possible, to one page only (seeking of 'unnecessary' or irrelevant information should be discouraged). As a consequence to the aforesaid decision it has been noticed that a number of Ministries/Departments and offices under their administrative control have taken some action. However, the requisite action is still much to be desired and is acting as a hindrance in our endeavour towards 'Minimum Government, Maximum Governance'.

3. I would, therefore, request you to carry out a fresh review of the matter and ensure that all 'Application Forms' (as far as possible) pertaining to Citizen Services being rendered by your Ministry/Department/Offices under their control have been made formats of One Page Only which are requested to be sent by 20.02.2016 positively. These forms would be put 'online' with the following provisions:-

- (i) For uploading of photograph & signature;
(ii) Payment of required fees through Repay/Other payments Cards etc;
(iii) Information, documents etc. required in Annexures;
(iv) For entering Aadhar Card Number (on an optional basis); and
(v) For entering Telephone/Mobile Number.

4. A report on the action taken in the matter should also be sent at the following two e-mail addresses in the format at Annex.II :-

- (i) srivastava.a@nic.in
(ii) aksawhney@nic.in

With regards,

Yours sincerely,

(Devendra Chaudhry)

To
The Secretaries of all Ministries/Departments

284/14

(35)
①3

Sl. No. 22317-14

6/6/14

IMMEDIATE

AJIT SETH



सचिव
CABINET SECRETARY
NEW DELHI.

June 5, 2014

Dear Secretary,

Please recall the discussions during the interaction Hon'ble Prime Minister had with all Secretaries to Government of India at Panchavati, 7 Race Course Road on 4th June, 2014 at 6.00 PM onwards.

2. The Prime Minister had stressed upon ensuring an improved work culture and work environment including hygiene and cleanliness of the work space. You are, therefore, requested to undertake the following on an urgent basis:-

- a) In each Government building, work space of your department should be cleared and spruced up. Passages and stairs should be cleaned up to make it unobstructed and no office material / almirah etc. should be found in these spaces. Inside the rooms too, the files / papers etc. should be neatly stacked so that a positive work environment is created.
- b) Every Department should identify and repeal at least 10 rules or processes, and even archaic Acts, that are redundant and would not lead to any loss of efficiency.
- c) Every Department should identify forms that are in vogue and shorten them, where possible, to one page only. (Seeking of unnecessary or irrelevant information should be discouraged).
- d) Every Department should encourage use of ICT in submission of information and eventually universalize it.
- e) Decision making layers should be reduced, to a maximum of four layers.
- f) Files and papers should be weeded-out in accordance with the rules of record keeping including digitization, wherever necessary. This exercise should be completed within 3 - 4 weeks.
- g) Collaborative decision making and frequent consultation between departments must be done. Where issues remain unresolved, Cabinet Secretariat / PMO should be apprised for resolution.
- h) Effective and timely resolution of public grievances must be ensured and monitored by the Secretaries of the Departments concerned.
- i) Each Department should workout modalities of fulfilling promises made to the people.
- j) Entire Department should work as a team with every level should be encouraged to provide inputs and value addition in the exercise.
- k) Goals set for the period 2009-2014, and the present status thereof, should be analysed. [This information should also be included in the presentation to be made before the Hon'ble Prime Minister].

284/14
G6

Secy } OT
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JS (Pm)

C b/b

Pl circulate
to all
Ministries
and a copy
JS (Pm)
and a copy
office of Secy
Addl. Secy

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IMMEDIATE

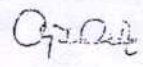
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3 I expect you to act upon these immediately and indicate a plan of action latest by Monday, the 9th June 2014. Interim progress on these points will be reviewed and monitored by me in meetings to be taken with Groups of Secretaries beginning 9th June 2014. A first Action Taken Report in respect of sprucing up the work space / building should reach me by 6th June 2014 positively, so that Hon'ble Prime Minister can also be apprised. A detailed report on achievements under each of the items should also be included in your monthly d.o. letter for the month of June 2014.

With regards,

Yours sincerely,



(Ajit Seth)

Shri Sanjay Kothari
Secretary,
Department of Administrative Reforms and
Public Grievances
New Delhi

302/10

(37)

Annex.II

ACTION TAKEN REPORT ON THE STEPS TAKEN TO IDENTIFY FORMS THAT
ARE IN VOGUE AND SHORTEN THEM TO ONE PAGE ONLY.

Name of the Ministry/Department/Office

S. No.	Subject of the form	Number of pages as it existed	Has it been converted into one page only. (Yes/No)	If so, the date on which it was converted	Copy of new one page form attached (Yes/No)	Remarks, if any