

**GOVT. OF NCT OF DELHI**  
**DEPARTMENT OF SOCIAL WELFARE**  
**GLNS COMPLEX, DELHI GATE**  
**NEW DELHI-110002**  
**[ADMINISTRATION BRANCH]**

F. 10(335)/Admn-I/2016/DSW/Estt/924

Dated: 9/8/18

**CIRCULAR**

Please find enclosed herewith the copy of letter No. Min/SW/2018/3894 dated 31/07/2018 received from O/o the Minister, Social Welfare, SC/ST, Cooperative & GE, GNCTD and the following Standing Order for information and compliance:-

S.No.	Name of the Ministry/Deptt.	Letter No. and Date	Subject
1	O/o the Minister, Social Welfare, SC/ST, RCS, Water & GE, GNCTD	No. PS/Min/2017/4675/4705 dated 25/07/2017	Standing Order under Rule 15 of Transaction of Business Rules (TBR)

Encl: As above.

F. 10(335)/Admn-I/2016/DSW/Estt/924

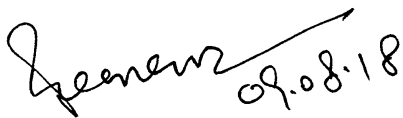
  
**Section Officer (Admn-I)**

Dated: 9/8/18

**To:**

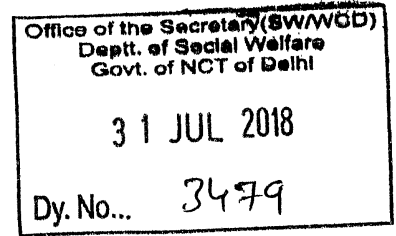
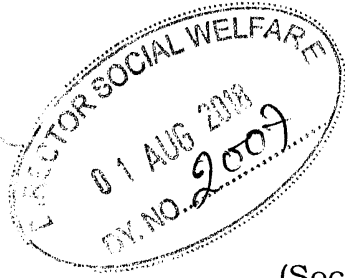
1. Sr. System Analyst, DSW for uploading the circular on the Departmental website.
2. Guard file.

  
**Section Officer (Admn-I)**

  
09.08.18

Mr. Nitin

1300/cc  
9/8/18



Office of the Minister  
(Social Welfare, SC/ST, Cooperative & GE)  
Govt. of NCT of Delhi, Delhi Secretariat, New Delhi

No. Min/SW/2018/3894

Dated: 31/07/2018

**STANDING ORDER**

Reference is drawn towards the Standing Order dated 25/07/2017 which is enclosed.

However, it has been observed that the directions contained in the aforesaid order are not being followed by the heads of departments.

All concerned are once again directed to scrupulously follow the directions conveyed vide the aforesaid standing order dated 25/07/2017. Stern action shall be initiated against the officers for non-compliance.

(Rajendra Pal Gautam)  
Minister

1. D.D. (Admn.)  
2. D.D. (Plg.)
- Secretary, Gurdwara Elections
  - Secretary, SW
  - Secretary, (SC/ST)
  - Secretary-cum-RCS

Copy to:-

Hon'ble Chief Minister, Delhi.

1613/DO(A)  
01-08-18

Copy  
1.8.18  
MS

PI-chocolate  
S. J. / 01/08



Office of the Minister  
(Social Welfare, SC/ST, Water, RCS, Gurudwara)  
Room No. C-705, C-Wing, 7<sup>TH</sup> Floor, Delhi Secretariat,  
IP Estate, New Delhi  
Ph. No. 23392369, 23392370, 23392386, 23392348-Fax  
E-mail: [secyminsw.delhi@gmail.com](mailto:secyminsw.delhi@gmail.com)

No.PS/Min/2017/ 4675/4705

Dated: 25/07/2017

**STANDING ORDER UNDER RULE 15 OF TRANSACTION OF  
BUSINESS RULES (TBR)**

In exercise of powers conferred on the undersigned under Rule 15 of TBR, the following orders are issued with immediate effect:

1. In the last few months, there have been several instances when matters of urgent and great public importance were dealt behind the back of elected Government. The files were dealt secretly by some bureaucrats keeping their Minister and the CM in dark.

In view of the scholarship issue in Government of NCT of Delhi which adversely affected the academics of more than 5 lakh students, suo moto cognizance of the matter had to be taken by the undersigned and was brought to the notice of CM and thereafter, the whole process geared up in positive direction. If the matter had been brought to the notice of CM or the Minister in time, it could have been resolved much earlier.

In order to avoid such situation in future, it is directed that henceforth:

- (i) No decision will be taken and no order will be passed by any Secretary/Principal Secretary/Chief Secretary without the approval of Minister-In-Charge.
- (ii) Likewise, the views of the Department on any issue shall not be communicated without the approval of Minister-In-Charge.
- (iii) Views from another department shall be sought only after seeking approval of Minister-in-Charge.

2. Rule (21) of TBR reads as under:-

"All communications, received from the Central Government (including those from the Prime Minister and other Ministers of the Central Government, other than those of a routine or unimportant character) shall, as soon as possible after their receipt, be submitted by the Secretary, to the Minister-in-charge, the Chief Minister and Lieutenant Governor for information."

This rule is not being followed properly. The same shall henceforth be strictly adhered to.


3. It has also been observed that some of the officers are openly flouting the orders/directions of Ministers. Attention is drawn to Rule 3(3)(i) of All India Services (Conduct) Rules, 1968 and Rule 3(2)(ii) of CCS (Conduct) Rules, both of which read the same as under:-

"No Government servant shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior."



All officers are directed to comply with the orders/directions of their respective official superiors.

This is for strict compliance. Any deviation would be treated as insubordination and dealt with accordingly.



(Rajendra Pal Gautam)  
Minister

1. Chief Secretary, Delhi
2. CEO, Delhi Jal Board
3. Secretary, Social Welfare
4. Secretary, Gurudwara Election
5. Registrar Co-operative Societies
6. Secretary (SC/ST)

Copy for kind information to:

1. Secretary to Hon'ble LG, Delhi
2. Special Secretary-I to CM.