

GOVT. OF NCT OF DELHI  
GLNS COMPLEX, DELHI GATE, NEW DELHI  
(VIGILANCE BRANCH)

No.F.1(346)/GLNS/DSW/Misc./2017-18 - 805

Dated: 28/11/18

CIRCULAR


It has been noticed that some DDs/DSWOs/HOO/DDO/Supintendent are directly corresponding with the Hon'ble Members of Legislative Assembly (MLA) without getting the approval of Competent Authority which is the violation of laid down guidelines and instructions under the CCS (Conduct) Rules.

It is, therefore, directed that all references received from Members of Parliament & Members of Legislative Assembly must be promptly acknowledged and a reply is sent at an appropriate level expeditiously. Relevant provisions of the Manual of Office Procedure should be observed in this regard as mentioned below:-

1. "Each communication received from the Member of Parliament, a member of the public, a recognized association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.
2. Where (i) delay is anticipated in sending a final reply, or (ii) information has to be obtained from another Ministry or another office, an interim reply will be sent within a month (from the date of receipt) indicating the possible date by which a final reply can be given."

It is further directed that all replies must be shown to the Competent Authority before the same are sent to the Hon'ble MLAs or MPs.

These instructions are issued for strict compliance and any lapse will be viewed seriously.



(L.R. GARG)  
Director(Social Welfare)

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The All DDs/DSWOs/HOO/DDOs/ Superintendent,  
Department of Social Welfare,  
Delhi.

Sr. System Analyst (sw)  
with the request to upload  
the circular on Dept. website.  
28/11/18