

**15**  
**MISCELLANEOUS**

19154/SDM/WV  
20-8-10

GOVERNMENT OF NCT OF DELHI  
(GENERAL ADMINISTRATION DEPARTMENT)  
PROTOCOL BRANCH, 2<sup>ND</sup> LEVEL, A-WING  
DELHI SECRETARIAT, I.P. ESTATE NEW DELHI - 02  
FAX No. - 23392124

No.F.41/985/2010/GAD/Protocol/

Dated:- 14.7.10

**CIRCULAR**

The Ministry of External Affairs, Government of India has conveyed to the Govt. of NCT of Delhi that the procedural guidelines laid down for arranging foreign visits by the Ministers and the officers need to be scrupulously observed. It has also been pointed out that it is improper for the officers to contact foreign Embassies to push for their foreign visits. Also the level of meetings in foreign countries should be commensurate with the status of the visiting Minister / officer.

Chief Secretary has desired that the relevant guidelines should be brought to the notice of all the officers working in various Departments and it should be ensured that there is no violation of these norms.

*Arvind Ray*  
(Arvind Ray)  
Pr. Secretary (GAD)

No.F.41/985/2010/GAD/Protocol/ 181-188 Dated:- 19/7/10

**Copy for information and necessary action to :-**

1. Pr. Secretaries / Secretaries in the Govt. of NCT of Delhi.
2. Secretaries to all Ministers, Govt. of NCT of Delhi.

*Krishan Lal*  
(Krishan Lal)  
Deputy Secretary (Protocol)

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RAKESH MEHTA, IAS



मुख्य सचिव  
राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार  
दिल्ली सचिवालय, आई.पी. एस्टेट, नई दिल्ली -110113  
CHIEF SECRETARY  
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
DELHI SECRETARIAT, IP ESTATE, NEW DELHI-110113  
Tel. : 2339 2100, 2339 2101, Fax : 011-2339 2102  
E-mail : csdelhi@nic.in

हिन्दी राष्ट्रीय चेतना, राष्ट्रीय सम्मान और राष्ट्रीय एकता का प्रतीक है।  
आइये इसका प्रयोग करके इसको सम्मान दें।

संदेश

हिन्दी दिवस  
14 सितम्बर, 2010

जैसाकि आपको विदित ही होगा कि दिल्ली राजभाषा अधिनियम, 2000 राष्ट्रीय राजधानी क्षेत्र दिल्ली में दिनांक 26.1.2004 से प्रभावी हो चुका है जिसमें हिन्दी को प्रथम राजभाषा का दर्जा दिया गया है। इन परिस्थितियों में उपरोक्त भाषा के प्रचार-प्रसार का उत्तदायित्व हम सभी पर है।

14 सितम्बर, 2010 को मनाये जाने वाले हिन्दी दिवस के उपलक्ष्य में आप सभी को यह सकल्प लेना चाहिए कि हम अपना समस्त सरकारी काम हिन्दी भाषा में करेंगे, क्योंकि हिन्दी के माध्यम से ही राष्ट्र को एक सूत्र में बाँधा जा सकता है। हिन्दी मातृभाषा ही नहीं है, बल्कि इसके साथ भारतीय संस्कृति का भविष्य भी जुड़ा हुआ है। हिन्दी केवल भाषा ही नहीं यह भारत की अस्मिता और संस्कृति का भी प्रतीक है। हिन्दी ने हमारे स्वतंत्रता प्राप्ति के संघर्ष में भी एक नई जान डाली।

मेरा आप सभी से अनुरोध है कि आप हिन्दी में सोचें, हिन्दी में लिखें एवं हिन्दी में समझने की आदत डालें और हिन्दी की हमें आवश्यकता क्यों है इस बात को समझने और अन्य लोगों को समझाने का प्रयास करें तभी "हिन्दी दिवस" सार्थक होगा। हिन्दी के प्रचार-प्रसार को बढ़ावा देने और अधिकारियों/कर्मचारियों को हिन्दी में काम करने के प्रति प्रेरित करने के उद्देश्य से उन्हें अपने विभागों में हिन्दी दिवस, हिन्दी सप्ताह तथा हिन्दी पखवाड़े का आयोजन करना चाहिए।

मेरा समस्त विभागाध्यक्षों से भी यह अनुरोध है कि सरकारी कामकाज में आसान हिन्दी का प्रयोग किए जाने से हिन्दी भाषा की स्थिति और अधिक सुदृढ़ होगी। हमें कठिन शब्दों का प्रयोग न करके, आम बोल-चाल के शब्दों का ही प्रयोग करना चाहिए। आप अपने दैनिक कामकाज में हिन्दी का अधिक से अधिक प्रयोग करें।

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*SDM (H8)*  
*20/9/10*



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राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार  
कला, संस्कृति एवं भाषा विभाग,  
सी-विंग, सातवां तल, आई.पी.एस्टेट, दिल्ली सचिवालय, नई दिल्ली।

फा.सं. 05(13)/2009-क0सं0 एवं भाषा/3772-3778

दिनांक: 10-09-10

सेवा में,

1. समस्त विभागाध्यक्ष/कार्यालयाध्यक्ष, राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार।
2. आयुक्त, दिल्ली नगर निगम, राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार।
3. विशेष कार्याधिकारी, नई दिल्ली नगर पालिका परिषद्, पालिका केन्द्र, नई दिल्ली।
4. महाप्रबंधक, दिल्ली परिवहन निगम, इन्द्रप्रस्थ एस्टेट, नई दिल्ली।
5. अध्यक्ष, दिल्ली ट्रांस्को लिमिटेड, शक्ति सदन, कोटला रोड़, नई दिल्ली।
6. अतिरिक्त पुलिस आयुक्त (प्रशासन), दिल्ली पुलिस मुख्यालय, आई.पी.एस्टेट, नई दिल्ली।
7. विशेष कार्याधिकारी, दिल्ली जल बोर्ड, वरुणालय फेस-2, झंडेवाला, नई दिल्ली।

विषय: हिन्दी दिवस के उपलक्ष्य में माननीय मुख्य सचिव, दिल्ली का संदेश।

महोदय,

दिल्ली सरकार तथा इसके अधीनस्थ स्थानीय निकायों के कार्यालयों में राजभाषा हिन्दी के प्रयोग को बढ़ावा देने इसका अधिकाधिक प्रचार करने और अधिकारियों/कर्मचारियों में हिन्दी में कार्य करने के प्रति रुचि पैदा करने के उद्देश्य से भाषा विभाग द्वारा प्रत्येक वर्ष अनेक योजनाएं एवं कार्यक्रम चलाये जाते हैं। इसके अलावा सरकारी कार्यालयों में हिन्दी की प्रगति को सुनिश्चित करने के लिए भाषा विभाग द्वारा दिल्ली सरकार के समस्त विभागों को समय-समय पर आवश्यक निदेश भी जारी किये जाते हैं। चूंकि दिल्ली राजभाषा अधिनियम, 2000 में हिन्दी को दिल्ली की प्रथम राजभाषा घोषित किया गया है इसलिये जनता के लिये किये जा रहे कार्य भी जनता की ही भाषा में होने चाहिए।

आपसे अनुरोध है कि 14 सितम्बर को हिन्दी दिवस के अवसर पर माननीय मुख्य सचिव दिल्ली का संदेश अपने अधीनस्थ अधिकारियों/कर्मचारियों की जानकारी में लाने के लिये परिचालित करने का कष्ट करें।

भवदीया

शकुन्ता जोशी  
9.9.10

(शकुन्ता जोशी)

उप-सचिव (कला, संस्कृति एवं भाषा)

दिनांक: 10-9-10

फा.सं. 05(13)/2009-क0सं0 एवं भाषा/3779-3784  
प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रसारित :-

1. सचिव, माननीय उपराज्यपाल, राजनिवास मार्ग, दिल्ली।
2. सचिव, माननीय अध्यक्ष/उपाध्यक्ष, दिल्ली विधानसभा, पुराना सचिवालय, दिल्ली।
3. सचिव, माननीय मुख्यमंत्री, दिल्ली सचिवालय, नई दिल्ली।
4. सचिव, माननीय परिवहन मंत्री, माननीय शिक्षा मंत्री, माननीय वित्त मंत्री, माननीय उद्योग तथा समाज कल्याण मंत्री, दिल्ली सरकार, दिल्ली।
5. विशेष कार्याधिकारी, मुख्य सचिव, दिल्ली सरकार, दिल्ली सचिवालय, नई दिल्ली।
6. निदेशक, राजभाषा विभाग, गृह मंत्रालय, भारत सरकार, लोक नायक भवन, खान मार्केट, पांचवा तल, नई दिल्ली।

शकुन्ता जोशी  
9.9.10

(शकुन्ता जोशी)

उप-सचिव (कला, संस्कृति एवं भाषा)

711/SDM/HQ  
03/11/10

OFFICE OF THE DIVISIONAL COMMISSIONER, GOVT. OF DELHI

Sub.: Circular regarding Standing Guard File.

Kindly find enclosed a copy of Circular No. F.4/15/08/AR/5715-5874/C dated June 22, 2010 of Pr. Secretary (AR) on the above subject.

It is requested that an action taken report on the above be sent to this office by November 15, 2010.

(Kuldeep Singh Gangar)

26.10.2010  
Addl. Secretary (Revenue)

SDM(HQ)/GA  
Pl. put up  
imdtly

All Dy. Commissioners  
Department of Revenue, GNCTD.

U.O No.: PA/ASR/DOR/2010/9789

Dated : 26.10.2010

Copy for necessary action to :

1. All SDMs (HQ)/DCA/SA/AD(Plg.).

Copy with the directions to :

1. SDM - I (HQ) to pursue the matter with all districts and all officers at Headquarters and submit a consolidated report by November 25, 2010.  
Systems Analyst - to update the action taken reports in the software.

OS (GA)  
Pl. put up  
imdtly

GA Br



(Kuldeep Singh Gangar)

26.10.2010  
Addl. Secretary (Revenue)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7<sup>TH</sup> LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-02

No. F.4/15/08/AR/ 5715-5874/c

663) Dated: 22.6.10

CIRCULAR

- 2 JUL 2010

Sub:- Regarding 'Standing Guard File'

O&M inspections, carried out by this department reveal that most of the departments/offices of Government of NCT of Delhi are not following the process and procedures as laid down in the office Manual Procedure. In this regard, attention is invited to Chapter IV Para 35 and Chapter II Para 58 & 59 contained in the "Manual of Office procedure" pertaining to 'Aids to processing' & 'Standing guard file' respectively which helps in proper disposal of cases. It provides that:

Additional Secretary (Para 35)  
- Govt. of NCT of Delhi  
Date: 06 JUL 2010  
By No. 6036

To facilitate processing of a case, each section will develop and maintain the following records for important subjects dealt with by it:

- standing guard files;
- standing notes;
- precedent book (vide para 110);
- standard process sheets (of repetitive items of work only); and
- reference folders containing copies of circulars, etc.

The above records will also be maintained in electronic form in a computerized environment.

(2) Apart from copies of acts, rules, orders and instructions concerning subjects dealt with by it, each section is expected to maintain, for ready reference, the Constitution of India and certain acts, rules and instructions of a general nature, references of most of which have been made in this manual. Each department is expected to procure an adequate number of copies of these acts, rules and instructions and make them available to all concerned. An illustrative list of such acts, rules and instructions is contained in Appendix 8.

These acts, rules and instructions will be accessed electronically if available on website of issuing Ministries/Departments.

(3) The documentation-cum-reference system (manual as well as electronic form) will include reference material peculiar to the need of the functional sections and a consciously developed information system to act as an aid to policy formulation, review and operational decisions.

Para 58: 'Standing guard file' on a subject means a compilation consisting of the following three parts:

- a running summary of the principles and policy relating to the subject with number and date of relevant decisions or orders quoted in margin against each;
- copies of the decisions or orders referred to, arranged in chronological order; and
- model forms of communications to be used at different stages.

Para 59: 'Standing note' in relation to a subject means a continuing note explaining, among other things, the history and development of the policy and procedure, designed to serve as:

- a complete background material for review of the existing policy or procedure;
- a brief for preparing replies to Parliament questions or notes for supplementary thereto; and
- induction or training material.

Handwritten notes and signatures on the left margin of page 399, including "Para 58", "Para 59", and various initials.

'Precedent Book' - Every section will maintain a precedent book in the prescribed form (Appendix 27) for keeping note of important rulings and decisions having a precedent value for ready reference. Entries in this record will be made at the earliest opportunity and, in any case, at the stage of recording the file.

'Standard process sheet' means a standard skeleton note developed for a repetitive item of work, indicating predetermined points of check or aspects to be noted upon.

'Reference folder' in relation to a particular subject means a folder containing copies of relevant rules, orders, instructions, etc., arranged in chronological order."

It is, accordingly, suggested that all officers should ensure that the staff working under them follow the above provisions meticulously & maintains and utilizes the above 'Aids to Processing' for effective processing of cases and decision making.

Handwritten signature of Arvind Ray.

(ARVIND RAY)  
PRINCIPAL SECRETARY (AR)  
Ph. 23392240

To

- All Principal Secretaries / Secretaries /Addl. Secretaries/Jt. Secretaries/Deputy Secretaries, Govt of NCT of Delhi.
- All HODs, Government of NCT of Delhi.

Copy forwarded for information to:

- Pr. Secretary to Lt. Governor, Raj Niwas, Delhi
- Pr. Secretary to Chief Minister/Secretaries to Ministers, Delhi, Delhi Secretariat.
- OSD to Chief Secretary, Delhi.

Handwritten signature of Arvind Ray.

(ARVIND RAY)  
PRINCIPAL SECRETARY (AR)  
Ph. 23392240

APPENDIX 8

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*Illustrative list of Acts, rules and instructions of a general nature to be maintained by each section*

[Vide para 35(2)]

1. Constitution of India.
2. Government of India (Allocation of Business) Rules.
3. Government of India (Transaction of Business) Rules.
4. Authentication (Orders & other Instruments Rules)
5. Procedure in regard to submission of cases to the Cabinet, issued by the Department of Cabinet Affairs.
6. Official Languages Act and instructions issued there under.
7. Rules of procedure and conduct of business in Lok Sabha.
8. Directions by the Speaker under the rules of procedure and conduct of business in Lok Sabha.
9. Rules of procedure and conduct of business in Rajya Sabha.
10. Procedure to be followed by ministries in connection with parliamentary work, issued by Lok Sabha Secretariat.
11. Departmental security instructions issued by the Ministry of Home Affairs.
12. General instructions regarding typewriting, stencil cutting, carbon Mari folding, etc., issued by the Institute of Secretariat Training and Management.
13. Channel of communication between the Government of India and State Governments on the one hand and Foreign and Commonwealth Governments or their Missions in India, Head of Indian Diplomatic Missions and Posts abroad and United Nations and its specialised Agencies on the other, issued by the Ministry of External affairs.
14. Standardised functional file index including its file numbering system relating to establishment finance, budget and account, office supplies and services and other house keeping jobs common to all departments, issued by the Department of Administrative Reforms an Public Grievances.
15. Schedule of periods of retention for records common to all departments issued by the Department of Administrative Reforms and Public Grievances.
16. Manual for Handling Parliamentary work in Ministries.
17. Manual of Office Procedure.

APPENDIX 27

PRECEDENT BOOK

[Vide para 110]

Heading

Decision or ruling in brief	File No.	Page No.	Date

INSTRUCTIONS

1. Entries in this book will be made under the appropriate standard-heads and sub-heads arranged in an alphabetical order. Where functional filing system is followed, entries will be made under the appropriate basic, primary, secondary and tertiary heads.

2. The pages of the book will be numbered serially and a few pages allotted to each standardized heading under which entries are to be made vide 1 above. At the beginning the book will be pasted or written a list of such headings and pages allotted to each.

No.12/12/2009-PPP

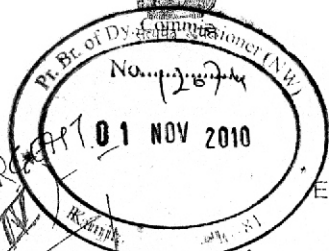
गोविन्द मोहन  
संयुक्त सचिव  
Govind Mohan IAS  
Joint Secretary

cmo/10/31374  
21-10-2010

794/SOM/110

28/11/10

भारत सरकार  
वित्त मंत्रालय  
आर्थिक कार्य विभाग  
नॉर्थ ब्लॉक, नई दिल्ली-110001  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
North Block, New Delhi-110001  
Tel.: 23093881 Fax : 23092024  
E-mail : govindmohan1@yahoo.com



New Delhi, October 13, 2010

Dear Shri Tripathi,

As we know that infrastructure in terms of capacities as well as efficiencies suffers from a substantial deficit in the country. The growth potential of the country can be realized only if we can ensure that our infrastructure does not become a handicap. For a country of India's size and population, an improved infrastructure is necessary both for national integration as well as for overall socio-economic development.

Public Private Partnerships (PPPs) are being encouraged as one of the preferred means to finance infrastructure capital formation, which would have a multiplier effect on economic growth and development. One of the major constraints inhibiting the use of PPPs for infrastructure development has been the lack of capacity for properly designing, developing and implementing PPP projects among the officials at various levels of the Government- Central, State and Municipal Level.

With a view to addressing this capacity deficit, the Department of Economic Affairs (DEA) has taken the initiative to launch a National PPP Capacity Building Programme (NPCBP). The programme is supported by KfW, the German Development Bank and the World Bank while India PPP Capacity Building Trust (I-Cap) has been appointed as the project executing agency.

To ensure sustainability of the programme, the NPCBP would be implemented through the State Administrative Training Institutes (ATIs) and Central Training Institutes (CTIs). The nation-wide programme has four components viz. Training Needs Assessment, Curriculum Development, Training of the identified trainers with the curriculum and pedagogy developed, and a Roll Out phase in which training programmes for officials and civic society will be conducted at the State ATIs and CTIs. We would like to include your State ATI under the National PPP Capacity Building Programme and seek your willingness to be associated with the programme. The ATIs are expected to enter into a MoU with DEA and I-Cap (copy enclosed).

DEA is in the process of finalizing the curriculum and content for the programme. The curriculum is being developed for four types of courses on PPPs:

- a) One-day Awareness Course for elected representatives and members of Civil Society
- b) Two-Day Sensitization Course (a short duration course covering basic concepts for government officials)
- c) Five-Day Basic Course on PPPs

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- d) Advanced Course on PPPs (for those who have undergone a Sensitization or a Basic Course)

We request you to nominate 10 potential candidates whom you consider suitable for undergoing the ToT course and subsequently imparting the PPP Capacity Building Programme. The criteria for identifying trainers, nomination/CV and selection process are annexed.

We look forward to your participation in the National PPP Capacity Building Programme for enhancing the efficiencies and capacities of the officials dealing with PPPs and request you to send us your confirmation and nominations at an early date, preferably by October 31, 2010.

With kind regards,

Yours sincerely,

(Govind Mohan)

Shri P K Tripathi  
Principal Secretary (Training)  
Government of National Capital Territory of Delhi  
Office of the Chief Minister, Delhi Secretariat  
I. P. Estate  
New Delhi 11002

Attached:

- 1. Draft Memorandum of Understanding (MoU)
- 2. Selection Criteria for potential PPP Trainers

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