

कार्यालय रक्षा लेखा महानियंत्रक, उलन बटार रोड, पालम, दिल्ली छावनी-10
Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt.-10

No. AN/III/3012/Circular/Vol-VII

Dated 8.3.2016

To

All PCsDA/PCA (Fys)/PIFAs
CsDA/CsFA (Fys)/IFAs/RTCs

Subject: DO letters reg.- Forms that are in vogue and shorten them.

A copy of DO letter No. 30011/1/2016-O&M dated 15.2.2016 from Govt. of India, Ministry of Personnel, PG & Pension (Dept. of Administrative Reforms, & Public Grievances), along with DO letter dated 5th June, 2014 from Cabinet Secretary on the subject mentioned above is forwarded herewith for information and necessary action.

Further, it is requested a action taken report in this regard may please be sent at shivastava.a@nic.in & aksawhney@nic.in in the format at Annex-II by 15.3.2016.

This issues with the approval of Sr. Dy CGDA(AN).



(P K Bohra)
For CGDA

Copy to:-

All Section in HQrs Office: For similar action please.

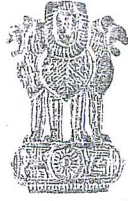
EDP Section (Local) With a request to upload on CGDA Website.



(P K Bohra)
AO(AN)

देवेन्द्र चौधरी
Devendra Chaudhry, IAS

सचिव
SECRETARY



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) shivastava.a@nic.in
- (ii) aksawhney@nic.in

With regards,

Yours sincerely,

(Devendra Chaudhry)

To
The Secretaries of all Ministries/Departments

सूचना का
अधिकार

Please visit our websites <http://darp.gov.in>: <http://goicharters.nic.in>

Phone: 91-11-23742133, Telefax: 91-11-23742546 e-mail: secy-arp@nic.in, dch-dar@nic.in

AJIT SETH



IMMEDIATE

मंत्रिमंडल 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].

10/6/14

b/b

Sevgi } OT
AS

JS (P)

b/b

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IMMEDIATE (2)

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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

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