F. No. 49011/11/2017-Admin.III
भारत सरकार/Government of India

Ministry of Agriculture & Farmers Welfare

कृषि एवं विज्ञान कल्याण मंत्रालय/Department of Agriculture, Cooperation & Farmers Welfare

dated the 30th January, 2018.

O. M

Subject: Observance of instructions contained in Manual of Office procedures and channel of submission – compliance regarding.

It has been observed that some of the officers have been resorting to addressing copies of orders/circulars/official correspondence etc. to senior level officers in DAC&FW without obtaining approval of competent authority in Dte. of PPQ&S i.e. Head of Department. The same has been viewed seriously.

2. In view of above, attention is drawn to strict compliance of instructions as contained in the Manual of Office Procedure and necessary instructions in this regard, as issued from time to time. Wherever it is essentially required, the officer(s) may endorse copy to similar level or one level higher officer(s) in DAC&FW. Further, all the proposals should clearly specify the name/designation of the competent authority.

3. This issues with the approval of PPA.

Yours faithfully,

(Ajay Kumar)
Chief Administrative Officer

Distribution:

1. All officers/officials/Sections/Units/Cells/Divisions of the Directorate.
2. All Stations In charges/Sub-offices of this Directorate.

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