

JS (Admn.)
Dy. No. 396
Date 15/03/24

No. 15011/01/2019-O&M(e.No.6104)

Government of India

Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

Jawahar Vyapar Bhavan, New Delhi

Dated: 11th March, 2024

Office of Secretary (DIPAM)

Dy. No. 275

Dated 13/3/24

OFFICE MEMORANDUM

Subject: Amendment of the 16th Edition of the Central Secretariat Manual of Office Procedure, 2022 -reg.

The undersigned is directed to refer to this Department's O.M. No. 30011/12/2015-O&M-Pt.I (6452) dated 12.03.2021 (copy enclosed) regarding increasing efficiency in decision making in Government carrying out certain amendments and to convey the following amendments to the 16th Edition of the Central Secretariat Manual of Office Procedure (CSMOP), 2022.

Guidelines for Level of disposal and channel of submission

Existing 7.6 (ii)

Each Department will review the instructions on level of disposal and channel of submission at least once in three years keeping the number of levels to the minimum by delegating powers to lower formations. To facilitate quicker decision making, channels of submission should not be more than four. Powers are to be delegated to operationalize this principle. In case of files to be submitted to Minister – in – charge, a case may be initiated at the level of Deputy Secretary or Director. However, the Section and the Branch Officer would provide assistance to obtain inputs for the case and to prepare draft notes and communications, etc."

Revised 7.6 (ii)

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2. The above amendment may be brought to the notice of all concerned in their Ministries/Departments for necessary action.

3. This issues with the approval of Secretary, DARPG.

Sanjeev
11/3/24
(Sanjeev Shrivastava)
Deputy Secretary to the Govt. of India
Tel. No.23350443
email: sanjeevs.edu@nic.in

JS (Admn.)
Dy. No. 505
Dated 15/3/24

To

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15/3/24

The Secretaries of all Ministries/Departments of the Government of India.

P.T.O.

O/o JS (Admn.)

Dy. No. 275

Date 14/3/24

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Copy for information to;

The Director
Central Vigilance Commission,
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(bo2coord-cvc@gov.in)

(000000) 200000

No.30011/12/2015-O&M-Pt.I(6452)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Administrative Reforms & Public Grievances

Sardar Patel Bhavan, Sansad Marg,

New Delhi, Dated: 12.03.2021

Office Memorandum**Subject: - Increasing Efficiency in Decision Making in the Government - regarding**

Efficient decision making is fundamental to a responsive and accountable governance. Accelerating the pace and efficiency of decision making is crucial for economic growth and enhancing the ease of living of citizens. The Central Secretariat Manual of Office Procedure (CSMOP) has been a guiding framework for effective functioning of the Central Secretariat offices. The fifteenth edition of the Manual i.e. CSMOP-2019 was brought out with the aim of bringing simplicity, efficiency and transparency in Government processes and procedures.

2. Comprehensive review of levels of disposal, channels of submission and effective use of technology is needed for enhancing efficiency in decision making. Accordingly, the following provisions of CSMOP, relating to minimizing levels of disposal and channels of submission, delegation of powers, effective use of the desk officer system, technology adoption including use of e-Office version 7.0 and strengthening of the Central Registration Unit are being reiterated for time bound compliance:

(A) Level of disposal and channel of submission

- (i) Each Ministry/Department shall review the instructions on levels of disposal and channels of submission keeping in view that the number of levels shall not exceed four by delegating powers to lower formations. This review shall be done at least once in three years. (CSMOP-2019, Para 7.6 (i) &(ii) of Chapter 7)
- (ii) The channels of submission shall be decided by the Ministry/Department concerned by taking into account the functionaries and functions of Government of India, as defined in Para 3.1 of Chapter-3 of CSMOP and ensuring that the levels in a channel of submission do not exceed four.
- (iii) The channel of submission of cases other than the classified ones must be made available on the website of the Department. The name, telephone number and e-mail I.D of the officers dealing with various subject should also be made available on the website. (Para 7.6(i) of CSMOP).

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- (iv) Origin, destination and movement of files for each category of subject may be decided by the Ministry/Department concerned depending upon the importance of the issues/subjects. File movement for each category of subject should also be clearly charted with clear origin and decision levels. In this regard CSMOP-2019 Para 7.6 of Chapter 7 provides as under:-
- a. Dealing Officer will take action on a case in accordance with the Departmental instructions prescribing the level of final disposal as per the Departmental instructions on channel of submission of files for each category of cases.
- b. For addressing cross cutting issues, the Secretary of the concerned Ministry/Department should have the flexibility to create inter-disciplinary teams.
- c. Wherever level jumping in a given channel of submission is done in respect of any category of cases, each such case on its return will pass through all the levels jumped over in that channel and levels so jumped could, in suitable cases, resubmit the cases for reconsideration, if necessary.

(B) Effective Use of Desk Officer System:

Each Ministry/Department shall ensure that the Desk Officer System, as envisaged in Para 3.1 of Chapter 3 of CSMOP 2019 is put to optimum use. For this purpose, Ministry/Department shall identify the work which could be handled in a more effective and efficient manner by Desk Officers.

(C) Technology Adoptions - Optimizing e-Office Platform:

- (i) Technology needs to be progressively leveraged for efficient decision making. Chapter 15 of CSMOP is dedicated to e-Office digitization framework. As an enabler for march towards digital secretariat, e-Office aims to bring more transparency, efficiency and accountability in the Government transactions leading to increased promptness and productivity. Accordingly, e-Office platform should be optimally utilized by Ministries/Departments
- (ii) As Central Secretariat moves towards Digital Secretariat, the reskilling/upskilling of the existing supporting staff, also needs to be addressed suitably.
- (iii) E-office version 7.0 which also has provision for seamless movement of files across Ministries/Departments, is due to be rolled out by NIC in April, 2021. Ministries/Department should migrate to this version upon its roll out.

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(D) Strengthening Central Registry Unit (CRU)

Each Department shall ensure that the CRU is made functional with optimum efficiency by meeting the human resources and infrastructure needs for functioning of the Digital Secretariat, as envisaged in Appendix 5.2 of CSMOP-2019.

3. All Ministries/Departments as well as their attached and subordinate offices shall ensure time bound compliance of the above. Action Taken Report in this regard may be furnished to DARPG expeditiously.


Mar 12, 2021.

(Kshatrapati Shivaji)

Secretary to the Government of India

To
All Secretaries to the Government of India



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
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023/VGL/121

सं./No.....

19.02.2024

दिनांक / Dated.....

Circular No. 04/02/24

Subject: Uniformity in levels of processing of vigilance cases – reg.

- Ref:-** (i) Commission's Circular No. 000/VGL/18 dated 23.05.2000
(ii) Commission's Circular No. 02/01/16 dated 18.01.2016
(iii) Commission Circular No. 18/12/20 dated 14.12.2020
(iv) Commission Circular No. 21/12/21 dated 03.12.2021

Central Vigilance Commission has issued guidelines from time to time, prescribing the time limit for completion of different stages of actions in vigilance related matters.

2. It has been observed that there are occasions when action in vigilance matters has been unduly delayed. One of the reasons for such delay has been found to be that the levels of examination / processing of vigilance matters are more than the required levels. The levels of processing of vigilance matters in different organizations also lacks uniformity.

3. It may be noted that D/o Administration Reforms & Public Grievances (DARPG) vide their OM No. 30011/12/2015-O&M-Pt.I (6452) dated 12.03.2021 have issued guidelines prescribing that *"each ministry/ department shall review the instructions on levels of disposal and channels of submission keeping in view that the number of levels shall not exceed four by delegating powers to lower formation"*.

4. The Commission has desired that in order to avoid delay in vigilance matters, the organizations concerned should review the levels of processing of such matters and should bring down the levels to a maximum of four. The limit of four levels would be applicable to each administrative unit separately, in the hierarchy of the organisation concerned. In this regard, each organisation may take the following steps:

- (i) Delaying.
- (ii) Adoption of Desk Officer System in Vigilance Wing.
- (iii) Delegation of powers, wherever possible (with due approval), to ensure limiting the steps / layers for decision making to four, including merger of levels.

5. The above guidelines may be noted for compliance with immediate effect. The CVOs of respective organizations may bring these guidelines to the notice of the Chief Executive Officer of their organization.



(Rajiv Verma)
Director

To

- (i) The Secretaries of all Ministries/Departments of GoI
- (ii) All Chief Executives of CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies etc.
- (iii) All CVOs of Ministries/Departments of GqI/CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies etc.
- (iv) Website of CVC