CIRCULAR

Sub: Adherence to instructions & provisions of Manual of Office Procedure


Manual of office procedure may be downloaded from website of GOI at http://www.darpg.gov.in

(Shashi Kaushal)
Spl. Dir. of Edn. (Coord.)

Encls: As above.

1. PS to Director (Education), Dte. of Edn., Delhi-54.
2. PA to Addl. Director of Education (Admn.), Dte. of Edn., Delhi-54.
3. PA to Addl. Director of Education (School), Dte. of Edn., Delhi-54.
4. All Branches of Headquarter, Directorate of Education, Delhi (through website).
5. All R Ds E/ D Ds E of Districts/ HOS, Dte. of Edn., Delhi (through website).
6. OS (IT) with the request to upload the circular on the website.

(Shashi Kaushal)
Spl. Dir. of Edn. (Coord.)
No.F.15/01/2014/AR/1720 - 1879 / L
Dated: 29/01/14

To,

All Principal Secretaries / Secretaries / Heads of Department,
Govt. of NCT of Delhi,
Delhi / New Delhi.


Sir / Madam,

I am directed to invite a reference to the provisions of Central Secretariat, Manual of Office Procedure which presents guidelines for smooth management of records by the Govt. Departments / Offices / Local Bodies / Autonomous Bodies. These needs to be adhered by all departments.

The Govt. of India has brought out the 13th edition of Central Secretariat, Manual of Office Procedure which needs to be adopted by all the Departments / offices / Local Bodies / Autonomous Bodies / Undertakings of Govt. of NCT of Delhi.

A copy of Central Secretariat, Manual of Office Procedure - the 13th edition is available on the website of the Department of Administrative Reforms and Public Grievances, Govt. of India at http://www.darpg.gov.in, which can be downloaded for ready reference.

This issues with the approval of Secretary (AR).

Yours faithfully,

(PANKAJ JOSHI)
Dy. DIRECTOR (AR)
Ph. : 23392620