SPECIAL ATTENTION

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: ESTABLISHMENT-1 BRANCH
ROOM NO. 211-D, OLD SECRETARIAT: DELHI – 110054 (Tel. 23890232)

No.DE.1(7)/A/6/E-I/2010/796-800 Dated: 12/02/11

To

The All RDs/DDEs/ Principals/
Branch incharge concerned,
Dte. of Education, Govt. of N.C.T. of Delhi,
Delhi/ New Delhi:


Madam/Sir,

I am to invite your attention on the subject noted above and to enclose herewith a copy of letter No.F.15/01/2014/AR/1720-1879 dated 29/01/2014 issued by Dy. Director (AR), AR Deptt., GNCT, Delhi, with the request to issue directions to all concerned officers/officials for strict compliance.

This may kindly be given SPECIAL ATTENTION.

Yours faithfully,

(PAWAN KUMAR)
ASSISTANT DIRECTOR OF EDUCATION (E-I)
No.F.15/01/2014/AR/1728-1879

Addl. Director of Edn. Action

Diary No. 10241 Dated: 29/01/14
Date: 03/02/14

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