




INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI

F. No. GAC-21-42/2015-CDN

Dated the 22nd December, 2015

ENDORSEMENT

Department of Administrative Reforms Reforms & Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India, New Delhi has issued an O. M. No. 48012/10/2015-O&M dated 4.12.2015 regarding Dealing with communications received from MPs/Ex-MPs *through e-mail*. The above mentioned O.M. is being uploaded on the ICAR web-site www.icar.org.in and e-office for information and further necessary action.


(J.N. Bhagat)

Under Secretary (GAC)

DISTRIBUTION:-

1. All Directors/Project Directors of all ICAR Institutes/National Research Centres/ Project Coordinators/Coordinated Research Projects/Zonal Project Coordinators/ Bureaux for taking necessary action.
2. Sr.PPS to DG, ICAR/PPS to FA (DARE)/PPS to Secretary, ICAR.
3. Shri Hans Raj, ISO, (DKMA) KAB-I for uploading in the ICAR web-site.
4. All Officers/Sections at ICAR Krishi Bhawan/KAB – I & II/NASC.
5. Secy. (Staff Side), CJSC, NRC on Meat, Chengicherla, Hyderabad -500039
6. Secy. (Staff Side), HJSC, ICAR, Krishi Bhawan, New Delhi-110 001
7. Guard file/Spare copies



भारतीय कृषि अनुसंधान परिषद
कृषि भवन - नई दिल्ली

फा०सं०सा.प्र.स. 21-42/2015-समन्वय

दिनांक 22 दिसम्बर, 2015

पृष्ठांकन

पेंशन एवं पेंशनर्स कल्याण विभाग, कार्मिक मंत्रालय, लोक शिकायत और पेंशन, भारत सरकार, नई दिल्ली द्वारा ओ. एम. 48012/10/2015-ओ&एम दिनांक 4.12.2015 को ई-मेल के माध्यम से सांसदों / भूतपूर्व सांसदों से प्राप्त पत्राचार के बारे में जारी किया है। सक्षम प्राधिकारी द्वारा अनुमोदित यह ओ.एम. ई-ऑफिस एवं भा.कृ.अनु.प. की वेब साइट www.icar.org.in और ई-ऑफिस पर सूचना मार्ग दर्शन एवं अनुपालन हेतु अपलोड कर दिया गया है।

(जे. एन. भगत)

अवर सचिव (जीएसी)

वितरण:

1. भा.कृ.अ.प. के संस्थानों/परियोजना निदेशालयों/राष्ट्रीय अनुसंधान केन्द्रों/परियोजना समन्वयकों/अनुसंधान परियोजना समन्वयकों/क्षेत्रीय परियोजना समन्वयकों के सभी निदेशक/ब्यूरो के सभी निदेशक।
2. महानिदेशक., भा.कृ.अ.प. के वरिष्ठ प्रधान निजी सचिव/ वित्त सलाहकार (डेयर) के प्रधान निजी सचिव/ भा.कृ.अ.प. के प्रधान निजी सचिव।
3. श्री हंस राज, आईएसओ, (डीकेएमए), कृषि अनुसंधान भवन-1 को आईसीएआर की वेबसाइट पर डालने करने हेतु।
4. भा.कृ.अ.प. के सभी अधिकारी/अनुभाग कृषि भवन/कृषि अनुसंधान भवन-1/2, एनएससी काम्पलेक्स।
5. सचिव (कर्मचारी पक्ष) सीजेएससी राष्ट्रीय मांस अनुसंधान केन्द्र चंगीचेरला हैदराबाद-39
6. सचिव (कर्मचारी पक्ष) एचजेएससी भा.कृ.अ.प., कृषि अनुसंधान भवन-2
7. गार्ड फाइल/अतिरिक्त प्रतियां

File No.48012/10/2015-O&M

Government of India

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

5th Floor, Sardar Patel Bhavan, New Delhi

Dated 4th December, 2015

OFFICE MEMORANDUM

Subject: Dealing with communications received from MPs/Ex-MPs *through e-mails-reg.*

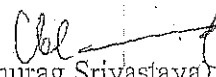
The undersigned is directed to refer to this Department's OM F.No.48012/02/2014-O&M dated 24.3.2014 (copy enclosed).

2. Shri Mansukh Mandaviya, Member of Parliament(RS) has again taken up the matter stating that several Govt. Departments are not responding to e-mail communications from Members of Parliament /Ex- Members of Parliament.

3. As per Para 49 of Chapter VIII of Central Secretariat Manual of e-Office Procedure *e-mail* is one of the modes of communication. Therefore all communications received from Members of Parliament /Ex- Members of Parliament through e-mail are required to be given equal attention, as accorded to written communications/letters from them. Further as per Para 37 of CSMOP (14th Edition) (available on this Department's website www.darpg.gov.in) each communication received from a Member of Parliament/VIP, shall be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.

4. All Ministries/Departments are requested to comply with the above procedure on e-mail communications from Members of Parliaments/VIPs.

Encl.as above.


(Anurag Srivastava)
Deputy Secretary to the Govt.of India
Tel.Bo.23362325.

To
All Secretaries of Ministries/Departments.

S.No. 49 (2)
F.No. 48012/02/2014-O&M

Government of India

Ministry of Personnel Public Grievances and Pensions
Department of Administrative Reforms and Public Grievances

5th Floor, Sardar Patel Bhavan,
Sansad Marg, New Delhi

Dated: 24.03.2014

OFFICE MEMORANDUM

Subject: Paper-less work for the interest of green environment and fast action in Government Offices.

The undersigned is directed to enclose a copy of the ID Note No. 502/1/1/2014-CA.V dated 26.02.2014 from Cabinet Secretariat alongwith a letter from Shri. Mansukh Mandaviya, Member of Parliament on the above subject.

2. In this regard, it is intimated that e-mail is a one of the modes of communication as provided in Para 49 of Chapter VIII of Central Secretariat Manual of e-Office Procedure. Messages received through e-mail are required to be replied to in the same form by the officer receiving the message or his/her subordinate.

3. All Ministries/Departments are requested to take necessary action in the matter.

V. Chavda

(V.A. Chavda)
Director (O&M)
Phone: 23401408

To

The Secretary,
All Ministries/Departments
Government of India

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