

भा.मा.ब्यूरो मुख्या./प्रशासन./परिपत्र(04)2023

BIS HQ/ADMN/Circular (04)/2023

दिनांक: 17 January 2023

Date: 17 January 2023

भारतीय मानक ब्यूरो / BUREAU OF INDIAN STANDARDS

(प्रशासन विभाग / Administration Department)

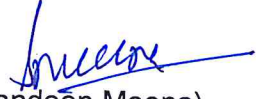
परिपत्र / CIRCULAR

Subject: **Increasing Efficiency in Decision Making - reg.**

This has reference to an e-mail dated 12 January 2023 of DoCA forwarded herewith the copies (i) Office Memorandum ref. F.No. 30011/12/2015-O&M (E-6452) dated 03.01.2023 and & 30011/12/2015-O&M-Part (2) & F.No. 30011/12/2015-O&M (e-6452) dated 04.08.2022 issued by Department of Administrative Reforms and Public Grievances (DARPG), M/o Personnel, Public Grievances and Pensions along with copy of Record of discussion of meeting held to review the Progress and Findings on Increasing Efficiency in Decision Making on 18.07.2022 at 3:00 PM in the Committee Room, Cabinet Secretariat (**copy enclosed**).

2. In this regard, it is requested that the Cabinet Secretary in the workshop on Good Governance Practices held on 23 December 2022 called for discontinuation of the parallel movement of physical records along with the electronic records, which not only defeats the very purpose of digitization, but also duplicates work
3. In view of above, Head of all ROs/BOs/Labs/NITS including departments at HQs are requested to peruse to ensure the compliance of the above instructions.
4. This issues with the approval of Competent Authority.

Encl: as above


(Sandeep Meena)
Director (Administration)

Our Ref.: ADMN/09/61/2022

Circulated to: Head of all ROs/BOs/Labs/NITS including departments at HQs for strict compliance, please.

Email

Director Admin

Fwd: Increasing Efficiency in Decision Making -reg.

From : Kumar Shantanu <ddga@bis.gov.in> Mon, Jan 16, 2023 09:18 AM
Subject : Fwd: Increasing Efficiency in Decision Making -reg. 1 attachment
To : Director Admin <dra@bis.gov.in>

Please circulate to all ROs/BOs/Depts at HQ/NITS/ Labs.

ले कर्नल कुमार शान्तनु
उप महानिदेशक (प्रशासन)

From: "SECTION OFFICER(Estt.)" <soestt-ca@gov.in>
To: "Director General (NTH)" <dgnt-hb@nic.in>, "Registrar NCDRC" <ncdrc@nic.in>, mdnccf@nccf-india.com, "Rajeshwar Kumar" <dir-iilmr-jhr@nic.in>, "Kumar Shantanu" <ddga@bis.gov.in>, "rrsl ahd" <rrsl_ahd@yahoo.co.in>, "Deputy Director RRSL Guwhati" <gwh-rrsl@gov.in>, rrsivar@gmail.com, drrslfbd@gmail.com, "B A PANDEY" <ba.pandey13@nic.in>, drrsl@gmail.com, "Dr Rakesh Joshi, Deputy Director" <rakesh.joshi74@gov.in>
Sent: Thursday, January 12, 2023 2:56:06 PM
Subject: Increasing Efficiency in Decision Making -reg.

Sir/Madam,

The undersigned is directed to refer to the subject mentioned above and to enclose herewith the Department of Administrative Reforms and Public Grievances O.M. No. 30011/12/2015-O&M (E-6452) dated 03.01.2023 For information and necessary compliance.

अनुभाग अधिकारी(स्थापना),
Section Officer(Estt.),
उपभोक्ता मामले विभाग,
Department of Consumer Affairs,
उपभोक्ता मामले, खाद्य एवं सार्वजनिक वितरण मंत्रालय,
Ministry of Consumer Affairs, Food & Public Distribution,
कृषि भवन, नई दिल्ली - 110001
Krishi Bhawan, New Delhi - 110001

1/84/2023

F.No.30011/12/2015-O&M(E-6452)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Administrative Reforms and Public Grievances

+++

5th Floor, Sardar Patel Bhawan, New Delhi
3.1. 2023

OFFICE MEMORANDUM

Subject: Increasing Efficiency in Decision Making

The undersigned is directed to refer to the OM of even No dated 4 August 2022 issued by this Department on the above subject and which is enclosed. The OM emphasized for use of electronic medium for creation and circulation of papers both for the Inter-Ministerial and Intra -Ministerial purpose.

2. The Cabinet Secretary in the workshop on Good Governance Practices held on 23 December 2022 called for discontinuation of the practice of parallel movement of physical records along with the electronic records, which not only defeats the very purpose of digitization, but also duplicates work. In this context the DARPG OM of even No dated 4th August 2022 is being reiterated for adoption by all Ministries/ Departments.

Signed by Parthasarathy
Bhaskar Deverakonda
Date: 03-01-2023 16:24:37
(Parthasarathy Bhaskar)
Deputy Secretary to the Govt. of India

AB
M

SS(vm)

9/1/23

To

All Secretaries of Ministries/Departments to the Government of India

Copy to

- 1. Smt. Kavita Singh, Joint Secretary, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi
- 2. Shri C Sridhar, Joint Secretary to PM, Prime Minister's Office, South Block, New Delhi

Office of Secretary (CA)	
Dy. No	E-229/26
Date	4/1/23

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30011/12/2015-O&M-Part(2)
F.No.30011/12/2015-O&M(e-6452)

1/1407/2022

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

5th Floor, Sardar Patel Bhavan,
Sansad Marg, New Delhi-110001
Dated: 4.08.2022

OFFICE MEMORANDUM

Sub: Increasing efficiency in Decision Making

Governance reform through efficient decision making has been seen to be one of the top priorities of the Government to make the administration responsive, accountable and citizen centric. In this context, the Central Secretariat had in the year 2021 adopted the Initiative for Increasing Efficiency in Decision Making in Government. Under this initiative, a four-pronged approach was adopted by the Central Government with DARPG being the nodal department, for implementing the same. These initiatives include Delaying by restricting the channel of submission to a maximum of four levels, Delegation of power to lower formulations, adoption of Desk Officer System to ensure single points of file disposal, Digitisation of all receipts in the Central Registry Units and consequent adoption of E-Office Version 7.0. These key reforms were to be implemented immediately by all the Ministries/ Departments in the Central Government. It was felt that these measures would result in a leaner organizational structure by reducing quantum of work at each level in hierarchy and increase productivity, responsibility and efficiency of the Ministries/ Departments.

2. Implementation of these measures and their impact on organizational framework was reviewed by the Cabinet Secretary on 18th July, 2022. The Record of Discussion of the above meeting is enclosed. In the said meeting it was noticed that certain Ministries/ Departments had not carried out the aforesaid reforms. It was decided that all the major initiatives for increasing efficiency as outlined above, would be carried out in all Ministries/ Departments without exception. In addition it was also decided that no physical papers or receipts should be generated or sent for inter-Ministerial circulation or circulation within the Ministry. It was directed that the sources for generation of physical papers should be identified and concerned organizations/stakeholders should be encouraged to use electronic medium only.

3. All Ministries/ Departments are therefore requested to immediately circulate internal instruction in this regard so as to carry out the aforesaid directions of Cabinet Secretariat, under intimation to this Department.

Signed by Jaya Dubey
Date: 04.08.2022 12:54:07
(Jaya Dubey)
Reason: Approved
Joint Secretary of the GOI
Tele no. 23360208

Encl: As Above

To
1/10/2022

All Secretaries of Ministries/ Departments

Copy for information to:

1. Ms Kavita Singh, Joint Secretary, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi

1/1407/2022

Record of discussion of meeting held to review the Progress and Findings on Increasing Efficiency in Decision Making on 18.07.2022 at 3:00 PM in the Committee Room. Cabinet Secretariat.

A meeting was held under the chairmanship of Cabinet Secretary to review the Third-Party Evaluation of Initiatives for Increasing Efficiency in Decision Making. The list of participants is at Annexure.

2. Secretary DARPG made a detailed presentation regarding the study conducted by Quality Council of India (QCI) to measure the impact of the steps taken to increase efficiency in decision making in government. QCI had initially conducted a Pilot study in 4 ministries, viz., Ministry of External Affairs, Department of Posts, Ministry of Petroleum and Natural Gas and Ministry of Road Transport and Highways. Thereafter, in March 2022, QCI teams visited 80 Ministries/ Departments.
3. The key findings of the report are as follows:
 - i. Delaying- Majority of the Ministries/ Departments (76) have restricted the channels of submission to 4 or below. There are four Ministries/ Departments viz, Department of Legal Affairs, Health Research, Fisheries and Minority Affairs, where the revision is yet to be undertaken.
 - ii. Delegation- 72 Ministries/Departments have delegated financial as well as administrative powers. 8 Ministries have not revised their financial delegation citing smaller budget and size of the Ministry.
 - iii. Desk Officer System- 28 Ministries/Departments have operationalized the Desk Officer System.
 - iv. Digitization- 28 Ministries/Departments have migrated to e-Office version 7.0 and 48 Ministries have upgraded to version 6.0. Digitization of the CRU is complete in 70 Ministries.
4. Key Recommendations:
 - i. DARPG may ensure that all the major initiatives for increasing efficiency are carried out in all Ministries/ Departments without exception.

1/17/2022

- ii. DARPG may issue suitable instructions regarding management and disposal of physical papers, to avoid their parallel movement after implementation of e-Office. Further, Ministries/Departments may be advised that no physical papers or receipts be generated or sent for intra-Ministerial or inter-Ministerial circulation. Source of generation of physical papers should be identified and concerned organizations/stakeholders should be encouraged to use electronic medium only.
- iii. The migration to e-Office Version 7 should be expedited in all Ministries/ Departments. NIC to increase its resources to complete the task in a time bound manner.
- iv. DARPG may ensure that e-Office analytics is developed by 15th August, 2022. This will be used for measuring the performance of Ministries/ Departments and ranking them vis-à-vis each other. DARPG should sensitise Secretaries regarding the e-Office analytics platform and encourage them to expedite the adoption of digitization.
- v. DoPT, while considering the proposal for posting of officers, should seek confirmation from the Ministry/ Department, regarding the status of implementation of the four key initiatives for increasing efficiency in decision making.
- vi. DARPG may study the impact of delegation/delaycring in largest top 10 Ministries to assess their effectiveness.
- vii. DARPG may conduct a workshop for training of officers across different hierarchies. The workshop may be used as an opportunity to disseminate best practices and also to discuss and identify strategies for further increasing efficiency in in decision making.

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दिनांक: 16 January 2023
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Encl: as above

(Sandeep Meena)
Director (Administration)

Our Ref.: ADMN/09/61/2022

Circulated to: **Head of all ROs/BOs/Labs/NITS including departments at HQs**
for **strict compliance, please.**

h ensure the compliance of the above instructions