

भा.मा.ब्यूरो मुख्या./प्रशासन./परिपत्र (118)2021

BIS HQ/ADMN/Circular(118)/2021

दिनांक : 13 दिसंबर 2021

Date: 13 December 2021

भारतीय मानक ब्यूरो / BUREAU OF INDIAN STANDARDS

(प्रशासन विभाग / Administration Department)

परिपत्र / CIRCULAR

Subject: Reducing Pending Matters to the minimum possible in the Government – reg.

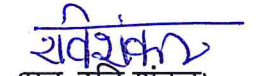
This has reference to the letter No. N-21/31/2021-P&C dated 02nd December 2021 of DoCA forwarded therewith a copy of Office Memorandum No. 30011/02/202190&M (e.No. 5866) dated 30th November 2021 of Ministry of Personnel Public Grievances and Pension (Department of Administrative Reforms & Public Grievances)(DARPG), Govt. of India (copy enclosed).

2. All Heads of Regional Offices/Branch Offices/Laboratories/ NITS including BIS HQs are requested to ensure their Action Taken Report on the above subject on weekly basis to the Administration Department. After compilation of the gathered information, Director(Administration) at HQ, being a Central Nodal Officer, enter the data on DARPG portal on monthly basis on the 1st of every month.

3. All Heads of ROs/BOs/Labs/NITS including BIS HQs are, also, requested to ensure the compliance on the above.

4. This issues with the approval of Competent Authority.

संलग्न: यथोपरि ।



(एन. रवि शंकर)

प्रमुख (जीएसडी)

निदेशक(प्रशासन) के लिंक अधिकारी

संदर्भ: प्रशासन/09/57/2021

Ref: ADMN/09/57/2021

बीआईएस इंटरनेट के माध्यम से मुख्यालय/क्षेत्रीय कार्यालयों /शाखा कार्यालयों /प्रयोगशालाओं/ एन.आई.टी.एस. को सूचनार्थ एवं अनुपालनार्थ ।

No. N-21/31/2021-P&C
Government of India
Ministry of Consumer Affairs, Food and Public Distribution
Department of Consumer Affairs

Krishi Bhawan, New Delhi
Dated 02nd December, 2021

To


1. DG, BIS
2. DG, NTH
3. MD, NCCF
4. Director, IILM
5. All Directors, RRSLs

Subject:- Reducing Pending Matters to the minimum possible in the Government -reg

Sir,

I am directed to enclose herewith a copy of O.M no. 30011/02/2021 – O&M (e No. 5866) dated 30th November 2021 received from Department of Administrative Reforms and Public Grievances on the subject mentioned above for information and strict compliance.

Encl. As Above.



(Jasbir Tiwari)

Under Secretary to the Govt. of India

Tele- 23381233

Email: uspc-ca@nic.in

Copy to:

PSO to Secretary (CA)

No.30011/02/202190&M (e. No. 5866)
Government of India
Ministry of Personnel Public Grievances and Pension
Department of Administrative Reforms & Public Grievances

5th Floor Sardar Patel Bhawan, New Delhi
Dated the 30th November 2021

OFFICE MEMORANDUM


Subject: Reducing Pending Matters to the minimum possible in the Government.

It has decided that as a sequel to the month-long Special Campaign for disposal of pending matters conducted from 2nd October 2021 to 31st October, 2021 the following actions shall be undertaken by Ministries/ Departments on a regular basis to reduce pending matters to the minimum possible:-

- a. All Ministries/ Departments shall dedicate 3 hours every week for the Special Campaign.
- b. The arrangements for the Special Campaign – Portal and Nodal Officers shall continue to be operational.
- c. The Campaign shall also be implemented in all outstation offices of Ministries/ Departments and autonomous organizations/subordinate offices/attached offices.
- d. Secretaries to monitor progress on monthly basis. Nodal officers to monitor progress on weekly basis and enter data on DARPG portal on monthly basis on the 1st of every month.

All Ministries/Departments are requested to ensure time-bound compliance of the above.

This issues with the approval of the competent authority.


(Sanjay Singh)

Secretary to the Government of India

To

All Secretaries to the Government of India

Copy for information:

- 1) Principal Secretary to Prime Minister
- 2) Cabinet Secretary