

Government of Jammu and Kashmir
Directorate of Rural Development Kashmir



भारत 2023 INDIA

वसुधैव कुटुम्बकम्

ONE EARTH • ONE FAMILY • ONE FUTURE

Assistant Commissioner Development
(ACD)_____ (All)

Assistant Commissioner Panchayat
(ACP)_____ (All)

Executive Engineer, REW
(Xen)_____ (All)

Block Development Officer
(BDOs)_____ (All)

No: DRDK/Estt/ 51501-690

Dated 16.03.2023

Subject: Efficiency and speedy disposal of files in the Secretariat and other Government offices-instructions thereof.

Sir/Madam,

Enclosed kindly find circular No. 08-JK(GAD) of 2023 dated 11.03.2023 issued by General Administration Department with the request to take further course of action.

Yours faithfully

Encl: A/a

(Rifat Aftab Qureshi) JKAS
Joint Director(Adm)
Rural Development Kashmir

Copy to the:

1. Superintending Engineer, REW Kashmir.
2. Accounts Officer, Directorate of Rural Development Kashmir.
3. Deputy Director(Plg), Directorate of Rural Development Kashmir
4. All Sections of Directorate of Rural Development Kashmir for immediate compliance..



**GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
CIVIL SECRETARIAT, J&K**


Subject:- **Efficiency and speedy disposal of files in the Secretariat and other Government offices – instructions thereof.**

**Circular No.08-JK(GAD) of 2023
Dated:11-03-2023**

Instructions have been issued vide Circular No. 35-GAD of 2006 dated 07.12.2006, followed by Circular No. 39-GAD of 2019 dated 08.07.2019, for efficient and speedy disposal of files and transaction of Government business in the Civil Secretariat and other Government offices. These instructions, inter-alia, prescribe procedure/guidelines regarding file noting, appropriate levels in the hierarchy and time-limits for disposal as well. It has been observed that various departments and HoD Offices are not adhering to these instructions, a matter which has been viewed with concern by the authorities.

In view of the above, the instructions governing file notings/levels of approval for appropriate/immediate disposal are reiterated as under:

1. File noting is the fundamental daily function performed in offices, and it shall be endeavored by all officers/officials that these notings invariably contain:

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- i) Brief history/summary of the case.
 - ii) Statement of the case and all relevant facts and figures required for generating discourse on the subject.
 - iii) Governing Law/rule positions which facilitates appropriate and correct decision making.
 - iv) Details of inter-departmental consultations/advice of other Departments, if sought.
 - v) Proper referencing/highlighting to enable identifying a document, a decision and facts mentioned in a note, draft or office copy of the communication issued.
 - vi) Implications of various available options and suggested courses of action with reasons or the 'Approval Paragraph'.

2. Noting on files shall be initiated as per the Manual of Secretariat Procedure. A simple and direct style of writing shall be adopted and use of complicated and ambiguous language shall be avoided. The verbatim reproduction of extracts from or paraphrasing of a letter or any other part of correspondence or notes on the same file and repetition of points already made/grounds already covered shall be avoided.

3. Submission of files shall be according to the levels of hierarchy laid down by the Department/Section, which, in turn shall be defined in terms of Circular No. 35-GAD of 2006 dated 07.12.2006 and Circular No. 39-GAD of 2019 dated 08.07.2019.

4. Files shall be submitted to the deciding authority i.e. Administrative Secretary/Minister-in-charge for final decision only. Secretaries in the Department/Special Secretaries/Additional Secretaries shall ensure that unnecessary referral of routine files such as forwarding of representations, proposals for compiling of information from departments and within sections, approval of routine drafts and office orders etc. to the Administrative Secretary is avoided. Files which are complete in all respects and require final approval shall be submitted to the Administrative Secretary for decision.

5. No part file on any subject shall be created unless required in unavoidable circumstances, for which the reasons should be recorded in the first para while initiating such part file. The said part file shall be immediately attached with the main file after the needful is done.

6. All officers shall endeavour to record their observations for firming up a point of view on important matters which require placement before the higher authorities. Officers shall avoid forwarding/submitting blank notes as far as possible.

These instructions shall be subject to statutory stipulations, if any.

Sd/-

(Sanjeev Verma)IAS

Commissioner/Secretary to the Government

Dated:11.03.2023

No. GAD-ESTB/167/2022-09-GAD

Copy to:-

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Director General, J&K Institute of Management, Public Administration and Rural Development.
5. Principal Secretary to the Lieutenant Governor.
6. Principal Resident Commissioner, J&K Government, New Delhi.
7. All Commissioners/Secretaries to the Government.
8. Chief Electoral Officer, J&K.
9. Chairman, Special Tribunal, J&K.
10. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
11. Divisional Commissioner, Kashmir/Jammu.
12. All Heads of Departments/Managing Directors.
13. All Deputy Commissioners.
14. Director, Information, J&K.
15. Director, Archives, Archaeology and Museums, J&K.
16. Director, Estates, Kashmir/Jammu.
17. Secretary, J&K Public Service Commission.
18. Secretary, J&K Services Selection Board.
19. Secretary, J&K Legislative Assembly.
20. General Manager, Government Press, Jammu/Srinagar.
21. Private Secretary to the Chief Secretary.
22. Private Secretary to Commissioner/Secretary to the Government, GAD.
23. Private Secretary to Advisor (B) to Lieutenant Governor.
24. Circular/Stock file/Website, GAD. "Hindi and Urdu Versions shall follow."

(Rohit Sharma)JKAS

Additional Secretary to the Government

11.3.2023