

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (ACP CELL)
5TH LEVEL 'A' WING, DELHI SACHIVALAYA
I.P. ESTATE, NEW DELHI - 110 002

F.10(16)/ACP/Services/Misc/2017/P-II/ 111-115

Dated: 31/01/2023

OFFICE MEMORANDUM

Sub:- Processing of files for reference to Department of Personnel & Training (DoP&T), Govt. of India seeking advice/clarification-procedure to be followed-reg.

It has come to the notice that the Departments of GNCT of Delhi are forwarding files directly to Department of Personnel and Training (DoP&T), GOI for advice/clarifications without adopting the procedure laid down by the DoP&T in its various OMs. It has accordingly been directed to issue instructions to all the departments to follow prescribed guidelines/rules while forwarding files to DoPT, Government of India.

In this regard, attention is drawn to the guidelines/rules that have been issued on the subject matter by DoP&T vide O.M.No.20034/2/2010-Estt(D) dated 13th August, 2010, O.M. No.20034/2/2010-Estt(D) dated 30th November, 2011, OMs of even number dated 13.02.2015 and 28.10.2015.

In the latest OM on the subject matter dated 28.10.15, DoP&T, Govt. of India has issued following guidelines for referring matters for advice/clarification through proper channel:-

- i. Administrative Departments shall refer cases to the DoP&T only where there is a specific point which is either not covered by prevailing policies/guidelines/rules/regulations or interpretation of a specific clauses/provisions in the said policies/guidelines/rules/regulations is involved for a particular case.
- ii. When such a reference is made, all facts pertaining to the case may be incorporated in the Self Contained Note.
- iii. All the references should be made to DoP&T with the approval of the Secretary of the Administrative Ministry/Department. These references should be sent at least two weeks in advance so that it can be properly examined in DoP&T.
- iv. The concerned Ministry/Department, which sends the proposal should indicate the Division within DoP&T where it has to be dealt with and also to the concerned Joint Secretary/Director so that there is no delay in processing within DoP&T.
- v. While sending the proposal, the name, designation of the Joint Secretary/Director (Phone number and e-mail id) who can be contacted for further correspondence may also be indicated.

All the Departments of GNCTD, are hereby directed to follow the above instructions/guidelines of the above said OMs while referring matters to DoP&T, GOI and no matter for advice/clarification will be referred directly to DoP&T, GOI.

Further, the Administrative Ministry for of GNCT of Delhi is the Ministry of Home Affairs (MHA), Govt. of India. Therefore, all the files/matters where DoP&T advice/clarification is required should be routed through MHA, UT Division (Delhi-I/Delhi-II), Gol, North Block, Delhi-110001.

This issues with the approval of the Chief Secretary, Delhi.

31.1.23
(Kulanand Joshi)
Spl. Secretary (Services)

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Copy forwarded for information and necessary action to:

1. PS to Hon'ble Lt. Governor, Govt. of NCT of Delhi.
2. Staff Officer to the Chief Secretary, Govt. of NCT of Delhi.
3. All Heads of Department /Autonomous Bodies/Local Bodies/Board, Govt. of NCT of Delhi.
4. Under Secretary, Ministry of Home Affairs, UT Division (Delhi-I/Delhi-II), Govt. of India, North Block, Delhi-110001.
- ✓ 5. The Section Officer (Coordination), Services Department, with the direction to upload the order on the website of Services Department.

(Kulanand Joshi)
Spl. Secretary (Services)