

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph:0172-2665253-59, Fax: 0172-2608488)
(ESTABLISHMENT BRANCH-IV)

Endst. No.: GMCH/EIV/EA3(24/1)2016/ ³⁴¹³⁷⁻³⁹ Dated, Chandigarh the, **28 SEP 2016**

A copy of letter Nos. IH(I)/2016/8212 dated 04.04.2016, IH(I)/2016/23002 dated 29.07.2016 & IH(I)/2016/26515 dated 15.09.2016 received from the Home Department, Chandigarh Administration, is forwarded to the followings for information & with a request to furnish the requisite information **within today positively**, so that the consolidated report may be transmitted to the quarter concerned within stipulated period:-

1. The Medical Superintendent, GMCH, Chandigarh.
2. The HOD/MRD, GMCH, Chandigarh.
3. ✓ The System Analyst, IT Centre, GMCH with a request to e-circulate/email the same to all the HODs/Branch Incharges of GMCH Chandigarh.

Ram
28/9/16
Superintendent (Est.-IV)
GMCH, Chandigarh.
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Reminder -III

No.IH(I)-2016/ 26515
Chandigarh Administration
Home Department

Chandigarh, dated the 15/9/16

To

All the Administrative Secretaries/
HODs/Boards/Corporations,
Chandigarh Administration.

Subject

Action Taken Report on the steps taken to identify forms that
are in vogue and shorten them to one page only - regarding.

I am directed to refer to this Administration's letter No IH(I)-
2016/8212, dated 4.4.2016, No IH(I)-2016/18430, dated 30.05.2016 and
even No dated 29.7.2016, on the subject noted above and to intimate you
that the requisite information as asked for vide letters under reference
has not been received till date.

You are requested to take necessary action in the matter and
send the Action Taken Report to this Administration immediately for
consolidation and onward transmission to Govt of India. This may be
treated as "TOP PRIORITY"

No.IH(I)-2016/ 26516

A copy alongwith its enclosures is forwarded to all the
Administrative Branches, Chandigarh Administration Secretariat for
similar action please.

Shree
Superintendent Home-I,
for Home Secretary,
Chandigarh Administration.
Dated: 15/9/16

Shree
Superintendent Home-I,
for Home Secretary,
Chandigarh Administration.

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Reminder II

No. IH(I)-2016/23003
Chandigarh Administration
Home Department

Chandigarh, dated the 29-7-2016

To

All the Administrative Secretaries/
HODs/Boards/Corporations,
Chandigarh Administration.

Subject

Action Taken Report on the steps taken to identify forms that
are in vogue and shorten them to one page only - regarding.

I am directed to refer to this Administration's letter No. IH(I)-
2016/8212, dated 4.4.2016, and No. IH(I)-2016/18430, dated
30.05.2016, on the subject noted above and to intimate you that the
requisite information as asked for vide letters under reference has not
been received till date.

You are requested to take necessary action in the matter and
send the Action Taken Report to this Administration immediately for
consolidation and onward transmission to Govt of India. This may be
treated as "TOP PRIORITY"

No. IH(I)-2016/23003

A copy alongwith its enclosures is forwarded to all the
Administrative Branches, Chandigarh Administration Secretariat for
similar action please.

Amte Sare
Superintendent Home-I,
for Home Secretary,
Chandigarh Administration.
Dated: 29-7-2016

Amte Sare
Superintendent Home-I,
for Home Secretary,
Chandigarh Administration.

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No.IH(I)-2016/ 8212
Chandigarh Administration
Home Department

Chandigarh, dated the 4/4/16

To All the Administrative Secretaries/
HODs/Boards/Corporations,
Chandigarh Administration.

Subject Action Taken Report on the steps taken to identify forms that
are in vogue and shorten them to one page only – regarding.

Enclosed please find herewith a copy of letter No.
15039/75/2016-UT (Coord), dated 3.3.2016 alongwith its enclosures from
the Under Secretary, Ministry of Home Affairs, UT Division, Govt of India,
New Delhi, which is self-explanatory.

You are requested to take necessary action in the matter and
send the Action Taken Report to this Administration immediately for
consolidation and onward transmission to Govt of India.

No.IH(I)-2016/

8213

Amrit Baur
Superintendent Home-I,
for Home Secretary,
Chandigarh Administration.

Dated: 4/4/16

A copy alongwith its enclosures is forwarded to all the
Administrative Branches, Chandigarh Administration Secretariat for similar
action please.

Amrit Baur
Superintendent Home-I,
for Home Secretary,
Chandigarh Administration.

Yes 1096
14-03-16

SPEED POST

F.No.15039/75/2016-UT(Coord.)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
UT Division

PA 2060
Dated 15-3-16

Adviser to the Admin
No. 1096
Dated 11-03-2016

North Block, New Delhi,
Dated the 03rd March, 2016

To

1. The Administrator, UT of Dadra & Nagar Haveli, Secretariat, Silvassa.
2. The Administrator, UT of Lakshadweep, Kavaratti.
3. The Chief Secretary, UT of Andaman and Nicobar Islands, Port Blair.
4. The Adviser to the Administrator, UT Chandigarh, Chandigarh.
5. The Administrator, UT of Daman & Diu Secretariat, Daman, Moti Daman.
6. The Chief Secretary, Government of Puducherry, Puducherry.
7. The Chief Secretary, Govt. of NCT of Delhi, Delhi Sachivalaya, I.P. Estate, New Delhi-110002.

Subject: Action Taken Report on the steps taken to identify forms that are in vogue and shorten them to one page only - regarding.

Sir,

I am directed to forward herewith a copy OM No. I-34020/15/2016-Coord-I dated 26/02/2016 and DO letter No. 30011/1/2016 dated 15/02/2016 received from Ministry of Personnel Public Grievances & Pensions, D/o Administrative Reforms & Public Grievances, New Delhi on the above mentioned subject.

2. You are, therefore, requested to bring the matter to the notice of the offices under your administrative control and send the Action Taken report to this Ministry by 5th March, 2016.

Yours faithfully,


(Suman Chatterjee)
Under Secretary to the Government of India
Tel.: 23093599

Encl : As above

F.No.I-34020/15/2016-Coord-I
Ministry of Home Affairs/ Grih Mantralaya
(Coordination-I Section)

Office of I.S. (UT)
11/05/2
29/2

1113/UT Coord-I/16
02/03/2016


North Block, New Delhi
Dated the 26th February, 2016

OFFICE MEMORANDUM

Subject: Action Taken Report on the steps taken to identify forms that are in vogue and shorten them to one page only.

The undersigned is directed to send herewith a copy of the D.O.No.30011/1/2016 dated 15th February, 2016 received from Ministry of Personnel Public Grievances & Pensions, Department of Administrative Reforms & Public Grievances, New Delhi on the above subject.

2. All Divisional heads are requested to kindly bring the matter to the notice of the organizations under their administrative control for information and necessary action as related in paras 3 & 4 of the above D.O. letter dt. 15/02/2016 Action Taken report pertaining to each Divisions under MHA may be send to Coordination-I Sections latest by 8th March 2016.


(H. Kujur)

Under Secretary (Coord-I)
Phone No. 23094435

Encl: As above

To

1. Secy(BM)/SS(IS)/ All Additional Secretaries.
2. All Divisional Heads in the Ministry of Home Affairs
3. RGI & CC.

श्री
Devendra Chaudhary, IAS
SECRETARY



सत्यमेव जयते

मान्य सरकार (34)
कार्मिक लोक शिवायत तथा पेंशन मन्त्रालय
प्रशासनिक सुधार और लोक शिवायत विभाग
सरदार पटेल भवन, संसद मार्ग
नई दिल्ली-110001

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF ADMINISTRATIVE REFORMS
& PUBLIC GRIEVANCES
SARDAR PATEL BHAVAN, SAN'SAD MARG
NEW DELHI-110001

D.O. No.30011/1/2016-O&M

Dated: 15th February, 2016

Dear Secretary,

I am enclosing a copy of D.O. letter dated 5th June, 2015 from the then Cabinet Secretary addressed to the Secretaries of all Central Ministries/Departments conveying the decisions taken in the first meeting of the Hon'ble Prime Minister with all Secretaries to Government of India on 4th June, 2014 (Annex.I).

2. As per the paragraph No.2(c) of the letter every Ministry/Department were required to identify 'forms' that are in vogue and shorten them, where possible, to one page only (seeking of unnecessary or irrelevant information should be discouraged). As a consequence to the aforesaid decision it has been noticed that a number of Ministries/Departments and offices under their administrative control have taken some action. However, the requisite action is still much to be desired and is acting as a hindrance in our endeavour towards 'Minimum Government, Maximum Governance'.

3. I would, therefore, request you to carry out a fresh review of the matter and ensure that all 'Application Forms' (as far as possible) pertaining to Citizen Services being rendered by your Ministry/Department/Offices under their control have been made formats of One Page Only which are requested to be sent by 20.02.2016 positively. These forms would be put 'online' with the following provisions:-

- (i) For uploading of photograph & signature;
(ii) Payment of required fees through Repay/Other payments Cards etc;
(iii) Information, documents etc. required in Annexures;
(iv) For entering Aadhar Card Number (on an optional basis); and
(v) For entering Telephone/Mobile Number.

4. - A report on the action taken in the matter should also be sent at the following two e-mail addresses in the format at Annex.II :-

- (i) svastiava.a@nic.in
(ii) aksawhney@nic.in

With regards,

23 FEB 2016

Yours sincerely,

(Devendra Chaudhary)

To
The Secretaries of all Ministries/Departments

Please visit our website: <http://dare.gov.in>

11/2/2016 11:21:21

11/2/2016 11:21:21

SECRETARY
CABINET SECRETARIAT
NEW DELHI

June 5, 2014

Dear Secretary,

Please recall the discussions during the interaction Hon'ble Prime Minister had with all Secretaries to Government of India at Panchavati, 7 Race Course Road on 4th June, 2014 at 6.00 PM onwards.

2. The Prime Minister had stressed upon ensuring an improved work culture and work environment including hygiene and cleanliness of the work space. You are, therefore, requested to undertake the following on an urgent basis:

- a) In each Government building, work space of your department should be cleared and spruced up. Passages and stairs should be cleaned up to make it unobstructed and no office material / almirah etc. should be found in these spaces. Inside the rooms too, the files / papers etc. should be neatly stacked so that a positive work environment is created.
- b) Every Department should identify and repeal at least 10 rules or processes, and even archaic Acts, that are redundant and would not lead to any loss of efficiency.
- c) Every Department should identify forms that are in vogue and shorten them, where possible, to one page only. (Seeking of unnecessary or irrelevant information should be discouraged)
- d) Every Department should encourage use of ICT in submission of information and eventually universalize it.
- e) Decision making layers should be reduced, to a maximum of four layers.
- f) Files and papers should be weeded out in accordance with the rules of record keeping including digitization, wherever necessary. This exercise should be completed within 3 - 4 weeks.
- g) Collaborative decision making and frequent consultation between departments must be done. Where issues remain unresolved, Cabinet Secretariat / PMO should be apprised for resolution.
- h) Effective and timely resolution of public grievances must be ensured and monitored by the Secretaries of the Departments concerned.
- i) Each Department should workout modalities of fulfilling promises made to the people.
- j) Entire Department should work as a team with every level should be encouraged to provide inputs and value addition in the exercise.
- k) Goals set for the period 2009-2014, and the present status thereof, should be analysed. [This information should also be included in the presentation to be made before the Hon'ble Prime Minister]

2/6/14

Smt JOT

JS (Secy)

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IMMEDIATE

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3 I expect you to act upon these immediately and indicate a plan of action latest by Monday, the 9th June 2014. Interim progress on these points will be reviewed and monitored by me in meetings to be taken with Groups of Secretaries beginning 9th June 2014. A first Action Taken Report in respect of sprucing up the work space / building should reach me by 6th June 2014 positively, so that Hon'ble Prime Minister can also be apprised. A detailed report on achievements under each of the items should also be included in your monthly d.o. letter for the month of June 2014.

With regards,

Yours sincerely,

Aji Seth

(Aji Seth)

Shri Sanjay Koithari
Secretary,
Department of Administrative Reforms and
Public Grievances
New Delhi

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Annex II

ACTION TAKEN REPORT ON THE STEPS TAKEN TO IDENTIFY FORMS THAT ARE IN VOGUE AND SHORTEN THEM TO ONE PAGE ONLY.

Name of the Ministry/Department/Office

S. No.	Subject of the form	Number of pages as it existed	Has it been converted into one page only. (Yes/No)	If so, the date on which it was converted	Copy of new one page form attached (Yes/No)	Remarks, if any