



भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)
जी रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110029
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029

क्रमांक.E16/48/2022-प्रशासन

दिनांक:21/04/2023

सेवा में,

निदेशक/प्रभारी निदेशक
परिषद के सभी संस्थान/केन्द्र

महोदय/महोदया,

विभिन्न मंत्रालयों/विभागों से प्राप्त निम्नलिखित पत्र/कार्यालय ज्ञापन, सूचना एवं आवश्यक कार्यवाही के लिए संलग्न हैं।

Sl. No	Reference No. & Date	Name of Ministry	Subject
1.	OM No.M-21012/14/2023-TECH Dated: 15.03.2023	Cabinet Secretary, National Authority Chemical Weapons Convention, Chanakya Bhawan, New Delhi	Call for Nominations for two Courses on the Enhancement of Laboratory Skills at the Finnish Institute of Verification of the Chemical Weapons Convention Helsinki, Finland 11-12 September 2023-regarding
2.	No.Nill Dated: 25.03.2023	Chairmanship of Secretary, DARPG	Minutes of the Review Meeting on Special Campaign 2.0 held under the Chairmanship of Secretary, DARPG on 22 March, 2023 with all Nodal Officers of Special Campaign 2.0-reg.

भवदीय,

21/04/23
21/04/23

जगदीश राजेश

सहायक महानिदेशक (प्रशासन)

अनुलग्नक:यथोक्त

प्रतिलिपि:

1. महानिदेशक/वरि.उपमहानिदेशक (प्रशा.)/वरि.वित्त सलाहकार के निजी सचिव
2. परिषद के सभी प्रभाग प्रमुख
3. उपमहानिदेशक (प्रशा.)/सहा. महानिदेशक (प्रशा.)
4. डॉ.एल.के. शर्मा, वैज्ञानिक ई: वैबसाइट पर अपलोड करने के लिए ईमेल आईडी (sharma.lk@icmr.gov.in) पर मेल कर दिया गया है।



भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)
वी रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110029
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029

No.16/48/2022-Admn.

Dated:21/04/2023

To

The Directors/Directors-in-charge of
All Institutes/Centers of ICMR

Sir/Madam,

Please find enclosed the following letter/OM which have been received from different ministries for information and necessary action:

Sl. No	Reference No. & Date	Name of Ministry	Subject
1.	OM No.M-21012/14/2023-TECH Dated: 15.03.2023	Cabinet Secretary, National Authority Chemical Weapons Convention, Chanakya Bhawan, New Delhi	Call for Nominations for two Courses on the Enhancement of Laboratory Skills at the Finnish Institute of Verification of the Chemical Weapons Convention Helsinki, Finland 11-12 September 2023-regarding
2.	No.Nill Dated: 25.03.2023	Chairmanship of Secretary, DARPG	Minutes of the Review Meeting on Special Campaign 2.0 held under the Chairmanship of Secretary, DARPG on 22 March, 2023 with all Nodal Officers of Special Campaign 2.0-reg.

Yours faithfully

(Jagdish Rajesh)
Assistant Director General (Admin.)

Encl: As above

Copy to:

1. PS to DG/Sr. DDG(A)/Sr. FA
2. All Divisional Heads
3. DDG(A)/ ADG(A)
4. Dr. L.K. Sharma, Scientist "E"-soft copy of the same has been mailed at your email ID (Sharma.Ik@icmr.gov.in) for website upload

So (Adm)

28/3

F.No. M-21012/14/2023-TECH
Government of India
Cabinet Secretariat
National Authority Chemical Weapons Convention

1st Floor, Chanakya Bhawan, Chanakya Puri,
New Delhi, dated 15th March 2023

OFFICE MEMORANDUM

Subject: Call for Nominations for two Courses on the Enhancement of Laboratory Skills at the Finnish Institute of Verification of the Chemical Weapons Convention Helsinki, Finland 11 – 22 September 2023– regarding.

Please find enclosed herewith a copy of the TS Note vide No. S S/2140/2023, 22nd February, 2023, received from Technical Secretariat, Organization for Prohibition of Chemical Weapons (OPCW), seeking nominations on the above mentioned subject.

2. The National Authority for Chemical Weapons Convention (NACWC) has been set up under the cabinet Secretariat, Government of India to fulfil the obligations of the Chemical Weapons Convention (CWC) and to act as the National focal point for effective liaison with the Organization for the Prohibition of Chemical Weapons (OPCW) and other State parties on matter relating to the convention. Further as per Section 9(iii) of the Chemical Weapons Convention (CWC) rule 2016, 'the Authority shall function as the nodal agency for facilitating the participation of the officials and other nationals in the training courses conducted or coordinated with the Organisation and also other institutions working in the area related to the Convention.'

3. It is therefore requested that, nominations of a suitable, qualified and experienced officer of an appropriate level may be sent to this office latest by 03rd April 2023. Head of the concerned Department/ Organization may also certify that the applicant is clear from vigilance angle and that no departmental proceeding against the nominee is contemplated. It may also certified that the training Programme would enhance the skills of the implementation of CWC in India.

4. It is further informed that, the 'Revised Guidelines for OPCW sponsored Events' issued and hosted by National Authority Chemical Weapons Convention (NACWC), Delhi on its website must be followed while forwarding the nomination to this office. This is issued with the approval of the Competent Authority.

Encl: As above

Yours Sincerely

(Signature)

(Dr. Vimlesh Kumar Bind)

Adviser

Tel: +91-11-24675694

Fax: +91-11-24675767

Email: vimlesh.bind@gov.in

To,

10008
28/3/23
Mr. Smit
29/3

D.No. 166 Admin
29/3/2023

1. The Director General, CSIR & Secretary DSIR, Council of Scientific and Industrial Research, Anusandhan Bhawan, 2 Rafi Ahmed Kidwai Marg, New Delhi-110001
2. The Director General, Indian Council of Agricultural Research (ICAR), Krishi Bhavan, Raisina Road, Opposite Rail Bhavan, New Delhi, Delhi 110001
3. The Chairman, University Grants Commission (UGC), Bahadur Shah Zafar Marg, New Delhi-110002
4. The Director General, Indian Council of Medical Research (ICMR), Post Box No.4911, Ansari Nagar, New Delhi 110011

Receipt No. 657850

5. The Director, Indian Institute of Science (IISc), Bangalore, Karnataka-560 012
6. The Director, National Physical Laboratory, Dr. KS Krishnan Marg, Pusa, New Delhi, Delhi 110012
7. The Joint Secretary, AYUSH Bhawan, B Block, GPO Complex, INA Colony, New Delhi-110023
8. The Chairman, University Grants Commission (UGC), Bahadur Shah Zafar Marg, New Delhi-110002
9. The Director, Tata Institute of Fundamental Research, Homi Bhabha Road, Colaba, Mumbai, Maharashtra-400005
10. The Director, Indian Institutes of Technology-Gandhinagar, Vishwakarma Government Engineering College Complex, Chandkheda, Visat-Gandhinagar Highway, Ahmedabad, Gujarat-382424
11. The Director, Indian Institutes of Technology-Guwahati, Dr. Brajendra Nath Raychoudhury Road, IIT Guwahati, Assam-781039
12. The Director, Indian Institute of Technology-Hyderabad, Ordnance Factory Estate, Yeddumailaram, Telangana-502205
13. The Director, Indian Institute of Technology-Indore, IET-DAVV Campus: IIT Indore (IITI), M-Block, IET—DAVV Campus, Khandwa Road, Indore, Madhya Pradesh-452017
14. The Director, Indian Institute of Technology-Jodhpur, Old Residency Road, Ratanada, Jodhpur, Rajasthan-342011
15. The Director, Indian Institute of Technology-Kanpur, Kalyanpur, Kanpur, Uttar Pradesh-208016
16. The Director, Indian Institute of Technology-Kharagpur, Kharagpur, West Bengal -721302
17. The Director, Indian Institute of Technology-Madras, IIT Post, Chennai, Tamil Nadu- 600036
18. The Director, Indian Institute of Technology-Mandi, PWD Rest House, Near Bus Stand, Mandi, Himachal Pradesh -175001
19. The Director, Indian Institute of Technology-Patna, Navin Government Polytechnic Campus, Patliputra Colony, Patna, Bihar-800 013
20. The Director, Indian Institute of Technology-Roorkee, Roorkee, Uttarakhand-247667
21. The Director, Indian Institute of Technology-(Banaras Hindu University), Varanasi, Uttar Pradesh-221005
22. The Director, Indian Institute of Science, Bangalore, Karnataka-560 012
23. The Director, Indian Institutes of Technology Bhubaneswar, Samantapuri Rear side of Hotel Swosti Plaza, Bhubaneswar, Orissa -751013
24. The Director, Defence Research & Development Establishment (DRDE), Jhansi Road, Gwalior, Madhya Pradesh-474002
25. The Director, Indian Institute of Chemical Technology, Uppal Road, Tarnaka, Hyderabad, Telangana- 500007
26. Director, National Chemical Laboratory, Dr. Homi Bhabha Road, Pune, Maharashtra- 411 008
27. The Director, Indian Institutes of Technology-Bombay, Powai, Mumbai, Maharashtra- 400076
28. The Director, Indian Institutes of Technology-Delhi, Hauz Khas, New Delhi-110016
29. The Director General, Indian Chemical Council (ICC), Sir Vithaldas Chambers, 6th Floor, 16, Mumbai Samachar Marg, Mumbai-400001, Maharashtra
30. The Deputy Director General, Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, 344, A-wing, 3rd floor, Shastri Bhawan, New Delhi-110001



(Dr. Vimlesh Kumar Bind)



OPCW

Technical Secretariat

S/2140/2023
22 February 2023
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

CALL FOR NOMINATIONS FOR TWO COURSES
ON THE ENHANCEMENT OF LABORATORY SKILLS AT THE FINNISH
INSTITUTE OF VERIFICATION OF THE CHEMICAL WEAPONS CONVENTION
HELSINKI, FINLAND
11 – 22 SEPTEMBER 2023

Purpose of the courses

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform States Parties that in 2023 it will hold two courses on the enhancement of laboratory skills at the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN) in Helsinki, Finland. The courses are intended for qualified analytical chemists from States Parties with economies that are developing or in transition, and are aimed at:
 - (a) assisting them in acquiring further experience and practical knowledge;
 - (b) facilitating the analysis of chemicals related to national implementation of the Chemical Weapons Convention (hereinafter “the Convention”);
 - (c) enhancing national capacities in these States Parties by offering training in analytical chemistry to personnel from industry, academic institutions, and government laboratories;
 - (d) facilitating the adoption of good laboratory practices; and
 - (e) broadening the pool of human resources from which National Authorities and the Secretariat can draw in the future.

Courses

2. The courses, to be held from 11 to 22 September 2023, are as follows:
 - (a) a course on the enhancement of laboratory skills on chemical weapons-related laboratory quality management (CW-LQM); and
 - (b) a course on the enhancement of laboratory skills in liquid chromatography-mass spectrometry (LC-MS).



Course on the enhancement of laboratory skills on chemical weapons-related laboratory quality management

3. During the course, the quality standard for testing laboratories (general requirements for the competence of testing and calibration laboratories, ISO/IEC 17025:2017) will be studied. The standard will be examined through lectures, discussions, and practical exercises. The goal is for the participants to learn how to better implement the requirements of the standard ISO/IEC 17025:2017 in their laboratory's quality management system. Prior to the course, the participants will be asked to provide information on the quality assurance system adopted at their laboratory.
4. This course will accommodate a maximum of six participants from States Parties with economies that are developing or are in transition. The Secretariat will select the participants in consultation with VERIFIN.

Course on the enhancement of laboratory skills in liquid chromatography-mass spectrometry

5. The goal of the course is to improve practical skills in analysing chemicals related to the Convention through LC-MS. For this reason, participants should have previous experience using LC and/or LC-MS. Participants will first be introduced to the preparation of samples and the theoretical aspects of LC and LC-MS. They will then be given demonstrations of LC and LC-MS techniques, and will pair up to do practical exercises.
6. The course will consist of the following elements:
 - (a) the preparation of samples;
 - (b) the theory of LC and LC-MS;
 - (c) demonstrations of LC and LC-MS techniques;
 - (d) practical exercises; and
 - (e) quality assurance and the maintenance of instruments.
7. The course will accommodate a maximum of four participants from States Parties with economies that are developing or are in transition. The Secretariat will select the participants in consultation with VERIFIN.

Sponsorship

8. The cost of the courses themselves, as well as accommodation for sponsored participants, will be covered by the Secretariat. In addition, the Secretariat will pay for international travel, meals, and medical and travel insurance for sponsored participants.
9. The Secretariat will not pay for medical assistance. Therefore, participants should be fit for travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the events. Only selected candidates will be notified by the Secretariat.

10. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It will purchase tickets and send them to the participants. The Secretariat will not cover expenses unrelated to the courses or that result from changes to travel arrangements that it has not authorised. Sponsored participants must bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets.
11. Participants are requested to and responsible for obtaining any necessary visas (including transit visas) before travelling.

Admission requirements

12. The courses are open to those who:
 - (a) have a minimum of a first degree (BSc or equivalent) in chemistry or analytical chemistry from a recognised university or institution, with relevant practical and theoretical experience in analytical chemistry, including:
 - (i) laboratory quality assurance systems for the CW-LQM course; and
 - (ii) liquid chromatography-mass spectrometry for the LC-MS course.
 - (b) are citizens of States Parties with economies that are developing or in transition; and
 - (c) have been working in a chemical laboratory or research institution in their home country for at least five years.
13. The courses will be conducted in English. Candidates must therefore have a strong command of both written and spoken English. Any candidate who is found upon arrival not to meet this requirement may not be allowed to continue in the course.
14. Participants will be required to sign a confidentiality agreement with the OPCW.

Selection procedure

15. Applications will be carefully screened on the basis of the criteria specified in paragraphs 12 and 13 above. Only selected candidates will be notified by the Secretariat.

Application procedure

16. Interested candidates are invited to submit their applications for the CW-LQM or LC-MS course through Eventus—the OPCW event management platform (<https://apps.opcw.org/eventus>). Applicants shall first create an account and then register for the CW-LQM or LC-MS course. Each application must be endorsed digitally on the Eventus platform by the nominee's respective National Authority. Only nominations endorsed by the National Authority or Permanent Representation will be considered. States Parties and National Authorities are strongly encouraged to support and endorse applications from suitable female candidates.

17. The application form must be accompanied by the following, and incomplete or improperly completed applications cannot be considered:
 - (a) a curriculum vitae;
 - (b) a photocopy of the personal identification pages of the candidate's passport;
 - (c) a one-page description of the candidate's practical experience; and
 - (d) a letter of recommendation from the supervisor of the candidate in his or her institution addressing the candidate's qualifications in line with paragraphs 12 and 13 above and attesting the relevance of the course to the work of the institution.
18. Applications must be submitted in Eventus no later than 13 April 2023. Incomplete or improperly completed applications will not be considered. Additional information may be obtained from Mr Massimo de Rienzo, Senior Programme Officer (Email: massimo.derienzo@opcw.org) and Ms Rufaro Kambarami, Project Assistant (Email: rufaro.kambarami@opcw.org).

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Revised Guidelines For OPCW Sponsored Events

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Organization for Prohibition of Chemical Weapons, Technical Secretariat (OPCW-TS) identifies requirements of different States Parties and invites nominations every year for Safety and Security of Chemical Industries, Laboratory Skill Development, Customs, Assistance and Protection against the use of Chemical Weapons and internship for University Students.

The event calendar for training/workshop/seminar/meeting etc. provided by the OPCW annually is being uploaded on the National Authority Chemical Weapons Convention (NACWC) website seeking nominations from various stakeholders. The aforesaid training calendar and related Office Memo's (OMs) are uploaded on NACWC's website along with OPCW-TS Note. Several subject specific trainings are also communicated to concerned Central/ State Departments and Private Institutions for seeking nominations.

The nominations of Central Government Departments/Institutions/Organizations while sending the nominations (in the format provided by TS, OPCW) are requested to adhere to the NACWC stated deadlines. Nominations of Central Government officials should invariably be accompanied with Departmental vigilance clearance certificate. The nominations from Central Government Departments/Institutions/Undertakings should fill the details through OPCW training management system, routing the application through the concerned Ministry. The details to be filled online are stated in Annexure-I.

The nominations of State Government Institutions/private entities/individuals should be routed through concerned Department/Ministry under the respective State Government filling the details online through OPCW training management system. The details to be filled online are stated in Annexure-II.

The nominations of Central/State/Private entities/individuals for the OPCW sponsored events on Chemical Emergencies/Disaster Management should be sent through proper channel and routed through concerned Department/Ministry under the respective Central/State Government by filling the details through OPCW training management system. The details to be filled online are stated in Annexure-III.

For chemical facilities Private entities/individuals for the OPCW sponsored events other than Chemical Emergencies/Disaster Management are required to be filled on line through OPCW training management system. The details to be filled online are stated in Annexure-IV.

The details of nominations for the OPCW sponsored events can be filled online through OPCW Training Management System (<https://training.nacwc.gov.in>) available on the NACWC web portal (<https://nacwc.nic.in>).

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The nomination by NACWC for the concerned training/workshop/seminar/meeting etc. will be purely on the basis of merit i.e. preference will be given to Schedule-2 and 3 chemical facilities as well as candidates working with the National Authority or other Government Agency responsible for implementation of the Chemical Weapons Convention. The Endorsement letter, subsequent to the approval of Chairman, NACWC will be issued to nominee of Central/State/Private Entities. If the OPCW requests that the nominations are to be submitted online then it will be the responsibility of nominated individual(s) to fill the personal and other details on-line on the OPCW website (<http://apps.opcw.org/eventus>) and the nominee(s) should ensure that Performa prescribed in the Format of EVENTUS also is filled by them and the prescribed guidelines are required to be fulfilled by the nominee(s). The OPCW will communicate the invitation to the nominee(s) subject to fulfilling the requirement.

It is expected that the Nominee(s) exhibit excellent conduct while attending the concerned event. After completion of the training/seminar/workshop, a detailed report along with presentation is required to be submitted to the NACWC.

While proceeding to attend the concerned event organized by the OPCW, the nominee:

- Should have basic knowledge of the CWC Act, 2000.
- Make sure about the passport i.e. valid and protect the passport and report it promptly if it is lost, stolen or damaged during the period of a specific program.
- Must familiarize with the visiting countries.
- Make sure about the proper visas for the countries the participant is visiting or transiting and check any other entry or exit requirements.
- Take personal responsibility for travel choices, safety, finances and behavior overseas, including obeying the laws of the visiting country.
- If get arrested or detained for some reason, insist on Consular access (under the Vienna Convention) to a representative from the nearest Indian Embassy/Consulate.
- Make sure of proper coordination with the NACWC (contact point JS/JD Tel. No: 24675763/24675691) and the Indian Embassy in the concerned visiting country.
- Presentation may be given in the specific event by the participant(s) should be in consultation with the NACWC.
- Should not illuminate irrelevant information which has national concern during the program.
- Who is outside from the Government Sector should adhere to the instructions given by the representative from the NACWC.
- From the Government Sector should adhere to the instructions given by the NACWC.
- Should focus on the subject matter for which the event is being organized.
- Are expected to implement the lessons learnt from the event attended in his day-to-day working/duties.
- Should share their lessons/experiences acquired during the event attended with the NACWC and parent institution.
- Must submit individual tour report to the NACWC within one week period after returning from the program attended.

Email

D.G. ICMR OFFICE

DG ICMR

Diary No.: 656633

Date: 30/03/23

[Secy-goi] Minutes of the Review Meeting on Special Campaign 2.0 held under the Chairmanship of Secretary, DARPG on 22 March, 2023 with all Nodal Officers of Special Campaign 2.0

From : SANJEEV SHRIVASTVA <sanjeevs.edu@nic.in>

Sat, Mar 25, 2023 09:41 AM

Subject : [Secy-goi] Minutes of the Review Meeting on Special Campaign 2.0 held under the Chairmanship of Secretary, DARPG on 22 March, 2023 with all Nodal Officers of Special Campaign 2.0

1 attachment

To : secy-goi@ismgr.nic.in

Cc : Shri V. Srinivas <secy-arp@nic.in>, V. Srinivas <vsrinivas@nic.in>, O/o Addl Secy ARP <addlsecy-darpg@gov.in>, Jaya Dubey <jaya.dubey@nic.in>, Shri Gya Prasad <gyaprasad.dcsmse@nic.in>, Shri Gya Prasad <gyaprasad@dcsmse.gov.in>, Ranjana Malik <ranjana.malik@nic.in>, vipul arora <vipul.arora@qcin.org>, rhythm mathur <rhythm.mathur@qcin.org>, vidisha <vidisha@qcin.org>

Minutes for personal file

Sir/ Madam

Please find enclosed Minutes of the Review Meeting on Special Campaign 2.0 held under the Chairmanship of Secretary, DARPG on 22 March, 2023 with all Nodal Officers of Special Campaign 2.0 for information and further necessary action.

सादर

With Regards,

संजीव श्रीवास्तव

Sanjeev Shrivastva

उप सचिव

Deputy Secretary to the Govt. of India

भारत सरकार

D.No. 109 Admin
5/4/2023

Receipt No. 657856

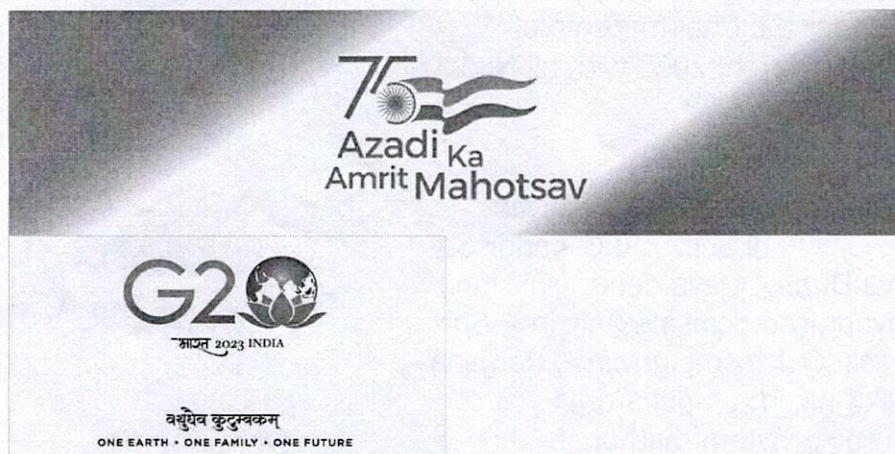
Mr. Srinivas

3/4

Government of India

फोन: 23401410

Ph:- 23401410



Secy-goi mailing list -- secy-goi@lsmgr.nic.in
To unsubscribe send an email to secy-goi-leave@lsmgr.nic.in

Minutes of the review meeting on Special Campaign 2.0 held on 22 March 2023.pdf
446 KB

Minutes of the review meeting on Special Campaign 2.0 held under the Chairmanship of Shri V. Srinivas, Secretary, DARPG with Nodal Officers of Special Campaign 2.0 of all Ministries/Departments on 22.03.2023 at 3:00 PM

A meeting to review the progress of post Special Campaign 2.0 activities was held under the Chairmanship of Shri V. Srinivas, Secretary, DARPG on 22.03.2023 at 03.00 PM through VC, with Nodal officers of Special Campaign 2.0 of all Ministries/Departments.

2. The list of participants is at Annexure-I.
3. Secretary DARPG welcomed all nodal officers and briefed about the release of Secretariat Reforms Report for the month of February, 2023.
4. A detailed presentation on the February, 2023 'Secretariat Reforms' Report was made by Shri Sanjeev Srivastava, Deputy Secretary(O&M).
5. Detailed discussions on the progress of Ministries on various parameters were held. Secretary, DARPG highlighted the following issues and requested Ministries/ Departments to take necessary steps for improving their performance:
 - i. e-Office version 7.0 has been implemented across all the 75 identified Ministries/ Departments.
 - ii. Each Ministry/Department should review their progress on the monitored parameters on weekly basis.
 - iii. All Ministries/ Departments were requested to upload their data for the month of March, 2023 latest by 5th April, 2023.
 - iv. Ministries/Departments, whose performance is less than 40% in more than two parameters, were requested to review and make improvements from the next month.
 - v. 35 Ministries/ Departments have reviewed and modified their delegation of power orders in the last three years. Other Ministries/ Departments may also review and modify, if necessary their delegation of power orders.
 - vi. 45 Ministries/ Departments are fully delayed. Other Ministries may also take steps for delaying.
 - vii. Number of levels of file transaction is more than 5 in 11 Ministries/Departments. Secretary, DARPG requested Ministries/ Departments to review their processes/ layers and contain it within 4 levels.
 - viii. Ministries/Departments to review their external environment of e-Office and map the Ministries/ Departments where their files are referred in the External environment, so that e-files may be sent for inter-Ministerial consultations/ referral. This would decrease Inter-ministerial physical files thus further reducing creating new physical receipts for inter-ministerial transactions.

- ix. All Ministries/ Departments to focus on 100 percent adoption of e-receipts and physical receipts to be reduced to minimum.
- x. Records Management of Files may be given due importance and files identified under category A may be transferred to NAI, thus ensuring record management.
- xi. Secretary DARPG brought to the notice of all nodal officers the on-going process of third-party assessment of the initiative **"Increasing Efficiency in Decision Making"**. Ministries/ Departments were requested to give complete information to the QCI teams visiting their Offices for third party assessment. The preliminary evaluation report will be discussed with Ministries/Departments before finalisation of findings and recommendations.
- xii. The DARPG is compiling the best practices on a monthly basis. For comprehensive presentation, all Ministries/ Departments to upload before/ after photographs of the best practices in Swachhata Campaign. Best Practices in conservation of records, cleaning office spaces, summer preparations cleanliness of AC ducts/ vents could be presented. Ministry of Coal has presented the best practices of cleaning of AC ducts/ vents in preparation for summer as a best practice and DARPG has presented conservation of A category office records as a best practice in February 2023. DARPG will also be bringing out a flyer on "Secretariat Reforms" for the month of February 2023 and the pictures uploaded on the portal would be selected for the flyer.

5. The meeting ended with vote of thanks to the Chair.

Annexure-I

List of Participants

Physical

1. Shri V. Srinivas, Secretary, DARPG.-
Chair
2. Smt. Jaya Dubey, Joint Secretary, DARPG.
3. Shri Sanjeev Srivastav, Deputy Secretary, DARPG.
4. Shri Gya Prasad, Under Secretary, DARPG.

In the

Through VC

5. 82 nodal officers from various Ministries/departments.