



India Meteorological Department
NON-GAZETTED STAFF UNION
ESTD. 19 SEP 1947

Non Gazetted Staff Union Office, Canteen Building, Lodhi Road, Mausam Bhawan Compound, New Delhi - 110 003. Tel :- 011 43824483

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(Advisor)

Ref No : IMD NGSU/2019/126

Date : 8/2/2019

To

Dr. M. Rajeevan,
Secretary, Ministry of Earth Sciences,
Prithvi Bhawan, Lodi Road,
New Delhi- 110003.

Subject: - Manual of India Meteorological Department- regarding.

Sir,

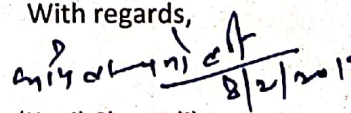
Kindly find enclosed a copy of DO letter No. K-11022/43/2015-ARC(Pt) dated 08.09.2016 issued by Secretary, DAR&PG address to Secretaries of all the ministries along with guidelines for preparation of Manuals wherein it is mentioned that all Government of India Ministries, Departments and Offices need to have a unified , compressive Manual pertaining to their activities. The Manual should essentially contain a brief background of the office, the organisational structure, its business processes, channels of submission of files/papers, clear defining of the decision making levels, laid down Administrative & Financial powers of officials concerned, Allocation of Business Rules of the organisation and the Officials/Sections handling the subjects, along with their telephone numbers and e-mail addresses acts/rules/policies being dealt and inspections being carried out by the office, which should include formats for inspections, the periodicity of inspects and methods for appraisal of inspection results.

It is suggested in the DO letter that all Ministries/Departments should undertake the exercise of preparing Manuals based on the guidelines and wherever required, may consult the stakeholders and citizens. These manuals may be made available on the website also.

It may kindly be clarified whether MoES has prepared the Manual in respect of all the attached/Subordinate offices under their administrative control. If yes, a copy of same in respect of IMD may be provided to this Union, if not, it is requested that the Manual in respect of IMD may be prepared as early as possible and uploaded in the website.

A reply in this regard will be appreciated.

Thanking you,

With regards,

(Kapil Chamoli)
General Secretary



Despatcher:-
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