Government of India
Department of Atomic Energy
Administration section

Anushakti Bhavan,
C.S.M.Marg,
Mumbai - 400 001.

No. 33/1/2013-Adm./8983

July 17, 2013.

ENDORSEMENT


Encl: As above.

(Usha Narayanan)
Section Officer (Adm)

All Officers & Sections in DAE, Mumbai/Branch Sectt., New Delhi/ DCA (IIW) / BRNS / ATI.
To

The Secretary to the Govt. of India,
Department of Atomic Energy,
Anushakti Bhavan, CSM Marg,
Mumbai – 400001.

Sir

UPSC is a Constitutional Body entrusted to perform certain Constitutional functions as enshrined in Article 320 of the Constitution. Because of the Commission’s unique functioning, the Government has laid down a separate procedure in the Manual of Office Procedure for references to the UPSC.

2. Para 53 of Manual of Office Procedure states that References to the UPSC will normally be made in the form of letters addressed to the Secretary of the Commission who is the head of the Secretariat and assists the Commission in discharge of its Constitutional obligations. In certain matters, e.g. requisitions for recruitment, fixing/re-fixing of DPC/SCM meetings etc. formal references should ordinarily be preceded by personal discussion at appropriate levels in the Secretariat of the Commission.

However, in exceptional cases of extreme urgency/importance requiring the immediate attention of the Commission, references to Hon’ble Members of the Commission may be sent at an appropriate level, by an officer not below the rank of Joint Secretary to the Govt. of India.

3. The Commission has noted general instances of references/communications on routine issues being addressed directly to Hon’ble Chairman/Members of the Commission by officer of Under Secretary rank. The Commission has taken a serious note of this and desired that Ministries/Departments follow the prescribed procedure in dealing with the Commission.

4. I have been directed by the Commission to request all Ministries/Departments to follow the procedure as stated above so that direct references/communications with the Constitutional functionaries of the Commission may be avoided.

Yours faithfully,

(Sanjeevanee Kutty)
Additional Secretary