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दिनांक 6/2/2016

प्रति,

प्रमुख सचिव,  
मध्यप्रदेश शासन,  
सामान्य प्रशासन विभाग,  
मंत्रालय वल्लभ भवन,  
भोपाल (म.प्र.) - 462 004

विषय:- Minutes of the meeting on field inspection manuals with Resident Commissioner/Senior Officials of State/Union Territories on 06.01.2016 –reg.

संदर्भ:- कार्मिक लोक शिकायत तथा पेंशन मंत्रालय, भारत सरकार से प्राप्त क्रमांक K-11022/41/2015-ARC  
दिनांक 02.02.2016

कृपया दिनांक 06.01.2016 को कार्मिक लोक शिकायत तथा पेंशन मंत्रालय, भारत सरकार में सम्पन्न हुई विषयांतर्गत बैठक के मिनिट्स संलग्न कर आवश्यक कार्यवाही हेतु प्रेषित है।

संलग्न:- उपरोक्तानुसार

(प्रकाश उन्हाले)  
अपर आवसीय आयुक्त

Immediate

No. K-11022/41/2015-ARC  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Administrative Reforms and Public Grievances

5<sup>th</sup> Floor, Sardar Patel Bhavan,  
Parliament Street, new Delhi-110002

Dated 2<sup>nd</sup> February, 2016

Office Memorandum

Subject: Minutes of the meeting on field inspection manuals with Resident Commissioners / senior officials of States / Union Territories on 06.01.2016 – regd.

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The undersigned is directed to send herewith a copy of the minutes of the Meeting held under the chairpersonship of Addl. Secretary (AR&PG) on 06.01.2016 for information and appropriate action.

(Anurag Srivastava)  
Deputy Secretary (ARC)  
Tel: 23362325

To  
Resident Commissioner,  
Madhya Pradesh,  
M.P. Bhavan, 2, Gopinath Bardolai Marg,  
Chanakyapuri  
New Delhi-110021

MINUTES OF THE MEETING HELD UNDER THE CHAIRPERSONSHIP OF SMT. USHA SHARMA ADDITIONAL SECRETARY, DEPARTMENT OF ADMINISTRATIVE REFORMS & PUBLIC GRIEVANCES WITH THE OFFICIALS OF THE OFFICE OF RESIDENT COMMISSIONERS OF VARIOUS STATES/UNION TERRITORIES ADMINISTRATION AT 3.00 P.M. ON 06.01.2016 TO REVIEW THE STATUS OF FURNISHING OF THE INSPECTION MANUALS TO THE DEPARTMENT OF ADMINISTRATIVE REFORMS & PUBLIC GRIEVANCES.

List of participants is at Annexure

2. A meeting was held at 3.00 P.M. on Thursday, the 6<sup>th</sup> January, 2016 under the chairpersonship Of Smt. Usha Sharma. Additional Secretary (AS). Department of Administrative reforms & Public Grievances (DAR&PG) with Resident Commissioners of various State/Union Territories Located in New Delhi to review the progress of submission of manuals of their states.

3. After a brief deliberation wherein the participants gave their point of view, the following Decisions were taken:-

- (i) that States should follow the models by Gujarat (the important manuals of the State are already available in the website of the Department – [www.darpg.gov.in](http://www.darpg.gov.in)-> filed Inspection manuals) and Rajasthan (<http://sampark.rajasthan.gov.in> -> Notifications-> User manuals).
- (ii) that the issue of preparation of field inspection manuals by States/UTs will be Included by DAR&PG as one of the agenda items of the Annual Conference of AR Secretaries.
- (iii) That after preparation of the inspection manuals the State/UTs will be included DAR&PG for wider disseminations and their URL links may also be sent.

4. The meeting ended with a vote of thanks to the chair.

#### Annexure

1. Ms. Usha Sharma, Additional Secretary – in Chair
2. Ms. Smita Kumar, Joint Secretary
3. Shri P.Karupassamy, Joint Secretary
4. Shri Anurag Shrivastava, Deputy Secretary (ARC)

#### States

5. Shri S.K. Mishra, Resident Commissioner, Gov. of Odisha
6. Shri Manish Sharma, Dy. Resident Commissioner, Gov. of West Bengal
7. Shri N.E.Chinna Durai, Dy. Resident Commissioner, Gov. of Tamil Nadu
8. Shri P.L. Narabihnan, OSD Govt. of Puduchery
9. Shri V.N. Narayanan, Assistant Resident Commissioner, Gov. of Nagaland
10. Shri Sanjay Ajhgov, Asst. Resident Commissioner, Gov. of Maharashtra
11. Ms. Neelam Verma, Under Secretary Govt. of Haryana
12. Shri Samme Marah, Jt. Resident Commissioner, Gov. of Meghalaya
13. Shri Shiv Kumar Gupta, Resident Commissioner, Gov. of Uttrakhand
14. Shri Shaikh Hassan Khan, Assistant Liaison Officer, Gov. of Kerala
15. Shri M. Rama Rao, OSD, O/o RC Andhra Pradesh
16. Ms. Mamta Shree Ojha, Liaison, R.C. Office, Bihar
17. Shri Suikanth Rao, Dy, Resident Commissioner, R.C. Office, Karnataka
18. Onam Leyo, Deputy Resident Commissioner, Gov. of Arunchal Pradesh.
19. Ms. Sona Gupta, Under Secretary, R.C Office J&K.
20. Shri R.K. Ratwaya , Asstt. Liaison officer Govt. of Chhattisgarh
21. Shri P.R. Sharma, Dy. Resident Commissioner, Gov. of Rajasthan
22. Shri Nilesh Shinkh, JT. Director. Govt. of Gujarat
23. Dr. Shashank Goel, Resident Commissioner, Gov. of Telangana
24. Shri Yogendra Yadav, Addl, Resident Commissioner, Gov. of Uttar Pradesh
25. Shri S.K Ahluwalia, Dy Resident Commissioner, Gov. of Punjab
26. Shri D.C. Gupta OSD, Goa
27. Shri Mohanlal, Resident Commissioner, Gov. of Goa.
28. Shri Amitabh Joshi, Dy. Director, GNCT of Delhi.
29. Shri A.P. Singh, Resident Commissioner, Gov. of Himachal Pradesh.
30. Shri Tapash Deb, OSD, Govt of Assam.
31. Shri Umakant, OSD Govt. Mizoram.
32. Shri Shahanshah Ali Khan, Sec. to the Resident Commissioner, Jharkhand Bhawan.
33. Shri Prakash Unhale, Additional Resident Commissioner, Gov. of Madhya Pradesh.