

F. No. 24013/1/2018-O&M  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Administrative Reforms & Public Grievances

Sardar Patel Bhavan, Sansad Marg,  
New Delhi- 110001, dated the 10<sup>th</sup> August, 2018

**OFFICE MEMORANDUM**

Subject: **Revision of Guidelines relating to 'Modernisation of Government Offices' Scheme under Department of Administrative Reforms and Public Grievances.**

The undersigned is to say that the Department of Administrative Reforms & Public Grievances (DAR&PG) as an overall process of Administrative Reforms is implementing a Plan scheme 'Modernisation of Government Offices' for the Central Government Ministries/Departments located in Delhi as per guidelines laid down by this Department.


2. These guidelines are revised from time to time. The last guidelines were issued in the June, 2015. The guidelines have again been reviewed on the acceptance of recommendations of the Consultant appointed to review the Plan Scheme. The scheme now been extended to offices located in NCR also.

3. A copy of the revised Guidelines of the Modernisation of Government offices—"Guidelines for Implementation of the Modernisation Scheme-2018" is enclosed for information.


4. The Ministries/Departments interested in availing the benefit of the scheme may kindly furnish suitable proposals as per revised guidelines.

To

The Secretary  
(All Ministries/Departments of the Government of India.

  
(Anurag Srivastava)  
Deputy Secretary to the Govt. of India  
Tel : 23362325  
Email: [srivastava.a@nic.in](mailto:srivastava.a@nic.in)

(80)

  
20/8/2018  
जारी किया गया  
ISSUED  
20/8/2018  
(80)

F. No. 24013/03/2017-O&M  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Administrative Reforms & Public Grievances

Sardar Patel Bhavan, Sansad Marg,  
New Delhi- 110001, dated the 10<sup>th</sup> August, 2018

**Subject: Guidelines for Implementation of the modernisation scheme ---2018.**

**1 Introduction:**

1.1 The Department of Administrative Reforms & Public Grievances is implementing a Plan Scheme of Modernization of Government Offices from 1987-88. The Scheme emphasizes on integrated and comprehensive planning for modernization of offices with a view to promote efficiency and effectiveness in government functioning. Such planning should anticipate future requirements of at least a decade, though the implementation may be carried out in phases.

1.2 Under the Scheme, Ministries/Departments are asked to draw integrated and comprehensive proposals for modernization and also prioritize identified offices/units under the same for funding and to forward the same to this Department in a prescribed proforma.

**2 Aims and Objectives:**

2.1 The Scheme aims at improvement of the work environment by adopting a holistic approach involving: and bull introduction of functional lay out for office premises and bull creation of open offices to facilitate better supervision, redress of public grievances and better service to the public and bull creation of modern work stations with space for computers, LAN wires, printer cables, telephone, data ports etc. and also for paper work and bull efficient file management and & bull cost effective and space effective records management.

2.2 The Scheme is intended to serve as a model and needs to be supplemented with the efforts of Ministries/Departments themselves with regard to modernisation.

**3 Planning:**

While planning modernisation, the requirements of the entire Ministry/Department and space compliant modules, accessible for people with disabilities and toilets including handicapped fixtures and applicable codes

on fire may be kept in view and master plan may accordingly be prepared. The planning needs to take into account anticipated requirements such as information and paper flow, movement of people, improvement in storage and retrieval of files, space for computers, LAN, Internet and Intercom wiring, etc. It also needs to provide for future up gradation of facilities.

#### **4 Modalities:**

4.1 The proposals received under the scheme are examined by a Screening Committee, which is chaired by the Additional Secretary, Department of Administrative Reforms and Public Grievances and has members drawn from the NITI Aayog (erstwhile Planning Commission), National Informatics Centre, Integrated Finance Division of the Ministry of Personnel, Public Grievances and Pensions and Ministry of Urban Development, Director/DS (O&M), Department of Administrative Reforms and Public Grievances would be the Member Secretary of the Committee.

4.2 DARPG will invite proposals for modernisation of offices 30 days prior to the beginning of the financial year and organize a meeting in first fortnight of April every year with all the Ministries/Departments and seek proposals by the month of May of the year. The Screening Committee will make all recommendations before 31<sup>st</sup> July of the year. The fortnightly review meetings by DARPG will be held from the month of August of the year onwards.

#### **5 Basic Guidelines:**

5.1 The Scheme is confined to the Government of India. Proposals meant for the main Ministries/Departments, attached offices and statutory bodies located in Delhi and National Capital Region (NCR) will alone be considered under the scheme. Proposals for field offices, subordinate offices, branch offices outside Delhi and NCR, new offices, training institutes, public sector undertakings, registered societies, autonomous bodies, etc. fall outside the purview of this Scheme.

5.2 Proposal covering units having a public interface will be given preference over other units in the Ministries/Departments.

5.3 Proposals received from Ministries/Departments, which have not earlier availed of the Scheme are given priority.

5.4 Proposals need to fulfil conditions as mentioned in the aims and objectives of the Scheme. At least 25 percent of the estimated cost of the proposal needs to be provided by the concerned Ministry/Department.

5.5 Proposal should not cover computer and computer related devices unless they form a part of the composite proposal for total modernization of record maintenance and computer hardware forms only a part of the total proposal. As far as possible the Ministry/Department may try to fund this part of the proposal under the scheme of guidelines issued by the erstwhile Planning Commission vide D.O letter No. H-11016/32/97-PC dated April 24, 1998 from Principal Adviser addressed to Secretaries of all Central Ministries/Departments, which recommends 2 to 3 percent of fund to be spent for the purpose of IT promotion. In case, however, such proposals relating to computer hardware are included, they should provide details about the Plan funds as well as the amount set aside for IT Promotion duly confirmed by the Financial Adviser along with the comments of the National Informatics Centre.

5.6 All materials to be used towards Modernisation should be simple and functional as well as cost effective.

5.7 The proposal should be prepared in accordance with General Financial Rules, 2017 (The electrical and civil work envisaged in the proposal under this Scheme are to be treated as Original work as defined in the Rule 130 of General Financial Rules, 2017).

5.8 Depending on the estimated cost of such work, Rule 133 and Rule 139 of the General Financial Rules, 2017 should be strictly followed.

5.9 Procurement of furniture and other equipments, if included in the proposal, would be governed by the instructions relating to the purchase of stores as contained in Chapter-6 (Procurement of Goods and Services) of General Financial Rules, 2017.

5.10 The proposal should not involve any alteration in the basic structure of the building. Any addition to the electric loads should be done in consultation with the concerned authorities.

5.11 Proposals should contain approval of the Financial Adviser of the Ministry/Department concerned.

5.12 While preparing the proposal care should be taken to ensure that in the layout plan Branch Officers like Under Secretary/Senior Analyst/Deputy Director and personnel in the section are located in proximity for purposes of better office coordination and supervision.

## **6 Guidelines for Proposals for Furniture etc. Based on Layout Plan:**

6.1 Proposals for items of furniture should be commensurate with the entitlement of space prescribed by the Government for different levels of officials and should be supported by a statement showing number of officials to be accommodated along with their designations etc.

6.2 Proposal should clearly specify the number of each item of furniture their present availability and cost per unit, supported by quotations as per provisions of GFR, 2017. The mode of acquisition of furniture will be left open to the Ministries/Departments after following codal formalities.

6.3 The furniture to be procured should not be wood based instead environment friendly and fire-resistant material may be used.

6.4 The Ministries/Departments, in consultation with the executing agency will ensure that good quality material as standardized and ISI marked fittings are used in both civil and electrical works.

## **7. Guidelines for Proposals Relating to Demands for Equipment:**

7.1 Proposals relating to demand for equipment should be part of the composite proposal and the components should not exceed 25 percent of the amount of the proposal. The purchase of such equipments should be made in accordance with the Chapter 6 (Procurement of Goods and Services) of the General Financial Rules, 2017.

7.2 Proposal will not contain demands for items like VCR, Video Camera, TV sets, VCD, electronic typewriters, telephone lines, etc.

7.3 The proposals relating to demand for equipment will be supported with cost-benefit statements, speed and efficiency gains, workload being handled per year, their present availability and use in the Ministry/Department, and quotations received from the executing agency concerned.



- a) Fax machine will be considered only if the Department has to deal with a number of field/regional offices. The proposal may be justified on the basis of the availability of STD facilities and existing FAX facilities.
- b) Risograph, copy printer and collator will be considered, only if the Department engages in large-scale work of duplication on a regular basis.
- c) EPABX will be considered, only if, some direct telephone lines are surrendered by the Department.
- d) Photocopiers will be considered, only if the existing number is less than the number of officers of the level of Joint Secretary and above in the Department.
- e) Paper shredders will be considered, only if the Department has to deal with substantial number of confidential/secret papers to be destroyed.
- f) Overhead projector, slide projector, video projection system etc., will be considered, only if presentations are required to be made on a regular basis in the Department, and if they have not already been procured.
- g) Air Conditioners, Civil Works for sanitation including toilets, Cafeteria/pantry etc. this should meet the rates and standards fixed by the CPWD in association with the Department in the year 2012.
- h) Setting up of Crèche, recreation and exercise facilities

## **8 Implementation:**

8.1 The Ministries/Departments should ensure as far as practicable uniformity in the Physical parameters, as detailed below, of the projects executed under the scheme of Modernisation:-

- Partition height
- Storage space
- Design of Filing-cupboard
- Design of Desks/tables
- Design of the Chair
- Lighting (CFL)
- Movement Space
- Ventilation

A list of Check Points for civil work and furniture work fixed by CPWD is at Annexure-I. In order to maintain uniformity of works being executed under the

modernisation scheme, the Department of Administrative Reforms & Public Grievances in September- 2012, in consultation with the CPWD, had fixed standards and rates of all the material to be acquired/works to be executed under modernisation scheme.

The specifications for non -residential works as per Delhi Plinth Area Rates, 2012 of CPWD is at Annexure-II.

8.2 The Ministries/Departments should monitor the execution of the projects to ensure that there is no gap between design and actual execution. In addition to the utilization certificated being furnished by the executing agency or the user Ministries/Departments, a work completion certificated would also be furnished certifying that the work has been carried out in accordance with the plan and design approved.

#### **9. Post Execution:**

9.1 The Ministries/Departments will sensitize the users to handle the new facilities with care. The implementation of the modernisation plan should immediately be followed by rearrangements of files, putting in place a proper information flow system, computerization and setting up of LAN etc. so as to ensure maximum benefits.

9.2 Ministries/Departments should ensure proper upkeep and maintenance of their modernized offices. The expenditure should be met out the Non-Plan budgetary allocations.

9.3 Ministries/Departments may consider obtaining ISO Certificates for their modernized units. This would ensure proper maintenance of the modernized units and standardisation of good practices in the user Ministries/Departments.

#### **10 Other Guidelines:**

10.1 Ten copies of every proposal are to be sent in prescribed proforma, duly filled-in, along with a note showing Financial Advisors approval, a copy of existing as well as revised lay-out plan indicating the agency which prepared the plan and copy of the quotations received as per provisions of GFR, 2017 for the items to be procured. The proposal should also be accompanied by the revised seating plan and a brief write up on how the upgraded facilities would benefit the users.

10.2 Funds would be released in a phased manner, year wise, depending on the progress of implementation. The funds allotted under the Scheme will have to

be utilised during the currency of the financial year of allotment. A certificate of utilization of funds will have to be sent to the Department of AR&PG (O&M Division) as per rules along with project execution report and benefits of modernisation being derived by the Ministries/Departments.

10.3 The Ministry/Department undergoing modernisation will send photographs of pre and post modernized office units to the Department of Administrative reforms and Public Grievances.

10.4 The Ministries/Department will submit a Status Report within one month of completion of Project.

\*\*\*\*\*



**PROFORMA FOR SEEKING FINANCIAL ASSISTANCE UNDER THE MODERNIZATION SCHEME OF  
DEPTT. OF AR & PG FOR GOVERNMENT OFFICES.**

1.	Name of the Ministry/Department/Attached Office/Subordinate Office/Statutory Body				
2.	Name & Room Nos. of the Sections for which modernisation is required				
3.	Justification for modernisation.				Annexure-II (Format to be decided by the beneficiary)
4.	Component-wise details of the proposal and fund requirement- in Rs.				
Sl. No.	Item (s) required	Nos.	25% cost i.e share of beneficiary (in Rs.)	75% cost i.e. Share of DARPG (in Rs.)	Total (in Rs.)
1.	2.	3.	4.	5	6
(i)	Civil				
(ii)	Electrical				
(iii)	Fur & Fix.				
(iv)	Computers				
(v)	Storage				
(vi)	Others				
<b>Total</b>					
5.	Whether any benefit obtained by the office in the past			Yes /No. (If yes then the amounts(s) and year(s) in which availed & relevant details)	
6.	Approval of Financial Advisor			Annexure-III	
7.	Lay out Plan			Annexure- IV	
8.	Estimates of all items			Annexure-V	
9.	If being executed by Govt. agency other than CPWD, as per GFR-2017 then a No Objection certificate of CPWD clearly stating that they are as per laid down standards & rates of the scheme/latest CPWD manual			Annexure-VI	
10.	For procurement of Computers, a certificate from the NIC indicating the numbers & specifications of the computers to be acquired			Annexure-VII	
11.	Name, Address, Telephone Number, e-mail Address & Account No. for e-payment of P&AO of the beneficiary office			Annexure-VIII	
12.	Name, Address, Telephone Number, e-mail Address of the Controller of Accounts of the beneficiary Office				
13.	Name, Address & Telephone number of the P&AO of the executing agency e.g. CPWD & A/c No. for e-payment				
14.	If being executed by the CPWD, then the Name & Address of both Executive Engineer (Civil) & Executive Engineer (Electrical).				

- At least of US level

(Signature)

(Name & designation of the Officer\*)

Name of the Ministry/Department/Office

Telephone Number, Fax No. & e-Mail address

**SPECIFICATIONS FOR CIVIL, ELECTRICAL AND FURNITURE WORK**  
**PREPARED BY CPWD**

**CIVIL WORKS:**

ITEMS	SPECIFICATIONS ADOPTED BY CPWD	REQUIRED SPECI- ICATIONS	RATES APPROVED BY CPWD	REVISED SPECIFICATIONS
Flooring	Cermic tiles flooring confirming to IS:13755 (commonly used tiles Kajaria/Somani/Bell or Equivalent Group-V)	IS:13755	Competitive Market Rates	Same/Vitrified no-skid tiles (Commonly used tiles are Rak, Johanson, Navin or equivalent) Through Competitive Market rates.
Window	Aluminium windows of aluminium sections confirming to IS:733 and IS:1285. Anodized coating confirming to IS:1868 coating not less than AC 15 (15 micron) Glazing of thickness not less than 5 mm. thick glass.	IS:733 And IS:1285	DSR-97	Same
Window Grills	Aluminium grill 7.5 mm.thick with anodizing of 15 micron confirming to IS:1868 (commonly used DG 102, DG 202 of Hindalco)	IS:1868	Competitive Market Rates	Same
Finishing	Finishing walls with oil-bound distemper after preparing the surface smooth with putty.		DSR-97	Same/Plastic Emulsion Paint after preparing the surface smooth with puty/POP as per DSR-2002

**FURNITURE WORKS:**

ITEMS	SPECIFICATIONS ADOPTED BY CPWD	REQUIRED SPECI- ICATIONS	RATES APPROVED BY CPWD	REVISED SPECI- FICATIONS
Board	3 layer pre-laminated particle board on 3-layered plain particle board with post lamination. The board should be exterior grade confirming to IS:12823 Grade-I, Type-II	IS:12823	Competitive Market Rates	Same
Post form lamination/ Edge sealing	Post form lamination should be of 0.7 mm. thick confirming to Merino/Formica or equivalent. All edges of laminated boards shall be sealed with edge banding tape 0.7 mm. thick and 2 mm. thick for concealed and exposed edges respectively glued with edge bending machine at a temperature of 200°C.		Competitive Market Rates	Same
Fittings	*Locks – Godrej or Keyman or equivalent; *Auto closing Hinges:Earl Bihari or equivalent; *Drawer slide: Earl Bihari or equivalent; *Knob:ITALICA or equivalent; *Mini Fix fittings: HITTACHI, ARIER EFFICIENT			

	GADGETS LTD. Or Earl Bihari or equivalent;			
Fabrication of Furniture	Fabrication with machines in factory only			Same

#### ELECTRICAL WORKS:

ITEMS	SPECIFICATIONS ADOPTED BY CPWD	REQUIRED SPECI- ICATIONS	RATES APPROVED BY CPWD	REVISED SPECIFICATIONS
Light Fittings	Fluorescent Tube Lamps (FTL) with conventional choke.	Standard fittings of Reputed manufacturers	Competitive Market Rates	*Energy efficient Compact Fluorescent light fittings(CFL) with electronics choke *Modular switches.

## SPECIFICATION FOR NON-RESIDENTIAL BUILDING

ITEM NO.	DESCRIPTION	SPECIFICATION
1.0	FOUNDATION	As per structural design based on soil investigation.
2.0	SUPER STRUCTURE	
2.1	Structure	R.C.C framed construction with filler walls with fly ash bricks/brick work or load bearing construction in fly ash brick/brick/stone masonry with intermediate columns as per design.
2.2	Internal partitions.	Light weight auto claved aerated concrete blocks. Gypsum Blocks. Non asbestos double skin cement boards. Fly ash bricks.
2.2.1		
2.2.2		
2.2.3		
2.2.4		
3.0	DOORS & WINDOWS	
3.1	Frames:	Door frames of 2 <sup>nd</sup> class Indian teakwood or equivalent in officer's room. Anodized/Powder coated/ Polyester powder coated Aluminium windows/doors. Glazing with reflective glass or double glass using float glass.
3.1.1		
3.1.2		
3.1.3		
3.2		
3.2.1	Door Shutters:	Panelled type in 2 <sup>nd</sup> class teak wood or flush door with teak veneered ply/ commercial ply as per CPWD Specifications/as per design. Anodized/powder coated/Polyester powder coated Aluminium shutters with float glass panelling where required. PVC/FRP door frames & shutters in wet areas.
3.2.2		
3.2.3		
3.3		
3.3	Window shutters	Factory made Anodised/powder coated/Polyester powder coated 'Z' section aluminium frames & shutters for windows.
3.4	Fittings	Anodized aluminium/stainless steel or equivalent.
3.5	Fire check door	As per fire safety specifications
4.0	FLOORING	
4.1	Main entrance hall	Pre polished granite flooring.
4.2	Corridors	Matt finished vitrified tiles/ Granite flooring.
4.3	Rooms	Granite tiles/Vitrified tiles/ Ceramic tile flooring.
4.4	Lavatory Blocks	Granite flooring.
4.5	Flooring in basement	Vacuum dewatered concrete.
4.6	Rest of the area	Kota Stone flooring.
5.0	STAIRCASE	
5.1	Internal staircases	Single piece Granite or marble flooring in treads & risers with dado of matching permanent finish specifications.
5.2	Fire escape staircase	Single piece Kota stone flooring in treads & risers with dado of matching permanent finish specifications.
6.0	RAILING	Stainless steel railings.
7.0	TOILETS	Granite flooring. Glazed tiles of size not less than 300 × 450 mm in dado. Granite counters. Stainless steel sinks. Mirrors with moulded PVC frame. FRP/PVC doors with frames.



8.0	ROOFING	
8.1	Roof treatment	Coba treatment/over deck insulation with Puf slab.
8.2	False ceiling	False ceiling in office area & toilets to cover the services as per design requirement.
9.0	FINISHING	
9.1	External	Dry stone cladding, washed grit plaster, water proof weather coat paints, structural glazing, ACP cladding conforming to Energy Conservation Building Code.
9.2	Internal	
9.2.1		Gypsum plaster in dry areas.
9.2.2		Cement plaster in wet areas
9.2.3		Dry distemper in service area & basement.
9.2.4		Oil bound distemper/Acrylic emulsion paint/Textured paint(low V.O.C)
9.3	Painting	Doors & Windows- Painting/polishing on wood work as per design requirement.
10.0	PROVISION FOR BARRIEER FREE BUILDING	Ramps, toilets physically challenged, chequered tiles use of Braille signage & lifts etc. GRC(Glass reinforced concrete) tiles in Ramp area.
11.0	LANDSCAPING	10% of the building cost will be kept in Preliminary Estimate for murals and/Landscape related construction i/c pavement/paving.

**The Secretary,  
Department of Agriculture &  
Cooperation  
Krishi Bhavan,  
New Delhi- 110001**

**The Secretary,  
Department of Agricultural Research  
& Education  
Krishi Bhavan,  
New Delhi- 110001**

**The Secretary,  
Department of Animal Husbandry,  
Dairying & Fisheries,  
Krishi bhavan,  
New Delhi.**

**The Secretary,  
Department of Atomic Energy  
South Block,  
New Delhi.**

**The Secretary,  
Department of Chemicals &  
Petrochemicals  
Shastri Bhavan,  
New Delhi.**

**The Secretary,  
Department of Fertilizers  
Shastri Bhavan,  
New Delhi.**

**The Secretary,  
Department of Pharmaceuticals  
Shastri Bhavan  
New Delhi**

**The Secretary,  
Ministry of Civil Aviation  
Rajiv Gandhi Bhavan, B Block,  
New Delhi.**

**The Secretary,  
Ministry of Coal  
Shastri Bhavan,  
New Delhi.**

**The Secretary,  
Department of Commerce,  
Udyog Bhavan,  
New Delhi.**

**The Secretary,  
Department of Industrial Policy & Promotion  
Udyog Bhavan,  
New Delhi.**

**The Secretary,  
Department of Telecommunications  
Sanchar Bhavan, New Delhi.**

The Secretary,  
Department of Posts  
Dak Bhavan,  
New Delhi.

The Secretary,  
Department of Information  
Technology  
Electronics Niketan, 6 CGO Complex  
Lodhi Road,  
New Delhi -03

The Secretary,  
Ministry of Corporate Affairs  
Shastri Bhawan, New Delhi

The Secretary,  
Department of Food & Public  
Distribution,  
Krishi Bhavan,  
New Delhi.

The The Secretary,  
Department of Consumer Affairs  
Krishi Bhavan, New Delhi.

The The Secretary,  
Ministry of Culture,  
Shastri Bhavan,  
New Delhi.

The Secretary,  
Department of Economic Affairs  
North Block,  
New Delhi.

The Secretary,  
Department of Expenditure,  
North Block,  
New Delhi.

The Secretary,  
Department of Revenue  
North Block,  
New Delhi.

The Secretary,  
Department of Disinvestment  
M/O Finance,  
Block 11, CGO Complex, Lodhi Road  
New Delhi.

The Secretary,  
Department of Financial Services  
Jeevan Deep Building,  
Parliament Street, New Delhi.

The Secretary,  
Department of Defence  
South Block,  
New Delhi.,

**The Secretary,  
Department of Defence Research &  
Development  
DRDO Bhawan, Rajaji Marg,  
Vijay Chowk Area, Central Sectt.,  
New Delhi-110004**

**The Secretary,  
Department of Defence Production  
South Block  
New Delhi**

**The Secretary,  
Department of Ex-servicemen Welfare  
South Block,  
New Delhi**

**The Secretary,  
Ministry of Food Processing Industries,  
Panchsheel Bhavan, August Kranti Marg,  
New Delhi – 110049.**

**The Secretary,  
Department of Development of North-  
Eastern Region,  
Vigyan Bhavan Annexe,  
New Delhi.**

**The Secretary,  
Ministry of Earth Sciences,  
Block No.12, CGO Complex,  
Lodi Road, Prithvi Bhawan  
New Delhi**

**The Secretary,  
Ministry of Environment & Forests,  
Paryavaran Bhavan, CGO Complex,  
Lodi road,  
New Delhi.**

**The Secretary,  
Ministry of External Affairs,  
South Block,  
New Delhi.**

**The Secretary,  
Deptt.of Health & Family Welfare  
Nirman Bhavan,  
New Delhi.**

**The Secretary,  
Department of Ayush,  
Ayuhs Bhawan, B-Block,  
G.P.O complex I.N.A  
New Delhi-110023.**

**The Secretary,  
Department of Health Research  
ICMR, Ansari Nagar  
Ring Road, New Delhi-49**

**The Secretary,  
Department of Aids Control  
6<sup>th</sup> & 9<sup>th</sup> Floor, Chanderlok Building  
36 Janpath, New Delhi**



The Secretary,  
Department of Heavy Industries,  
Udyog Bhavan,  
New Delhi.

The Secretary,  
Department of Public Enterprises  
Block No.14, 4<sup>th</sup> Floor  
Udyog Bhavan, New Delhi.

The Secretary,  
Ministry of Home Affairs,  
North Block, New Delhi.

The Secretary,  
Department of Official Language,  
Ministry of Home Affairs,  
NDCC-II, 3<sup>rd</sup> floor, Jai Singh Road,  
New Delhi.

The Secretary,  
Dept. of Inter-State Council Secretariat,  
Ministry of Home Affairs,  
Vigyan Bhavan Annexe  
New Delhi.

The Secretary,  
Department of Border Management,  
Ministry of Home Affairs, North Block,  
New Delhi.

The Secretary,  
Dept of School Education & Literacy,  
Shastri Bhavan,  
New Delhi.

The Secretary,  
Department of Higher Education,  
Shastri Bhavan,  
New Delhi.

The Secretary,  
M/o Housing & Urban Poverty Alleviation  
Nirman Bhavan, New Delhi.

The Secretary,  
Ministry of Information & Broadcasting,  
Shastri Bhavan,  
New Delhi.

The Secretary,  
Ministry of Labour & Employment,  
Shram Shakti Bhavan, New Delhi.

The Secretary,  
Department of Legal Affairs,  
Shastri Bhavan,  
New Delhi.



**The Secretary,  
Legislative Department  
Shastri Bhawan,  
New Delhi**

**The Secretary,  
Department of Justice,  
Jaisalmer House, 26 Mansingh Road  
New Delhi**

**The Secretary,  
Ministry of Mines  
Shastri Bhavan,  
New Delhi**

**The Secretary,  
Ministry of Minority Affairs,  
Paryavaran Bhavan, CGO Complex,  
Lodi Road, New Delhi.**

**The Secretary,  
M/o Micro, Small & Medium Enterprises,  
Udyog Bhavan, New Delhi.**

**The Secretary,  
Ministry of New & Renewable Energy,  
CGO Complex,  
New Delhi.**

**The Secretary,  
M/o Overseas Indians Affairs,  
Akbar Bhawan Chankyapuri,  
New Delhi 110021.**

**The Secretary,  
Ministry of Parliamentary Affairs  
Parliament House Annexe,  
New Delhi.**

**The Secretary,  
Ministry of Panchayati Raj  
Krishi Bhavan,  
New Delhi.**

**The Secretary,  
Department of Personnel & Training  
North Block,  
New Delhi.**

**The Secretary,  
M/o Petroleum & Natural Gas,  
Shastri Bhavan,  
New Delhi.**

**Chief Executive officer,  
NITI AAYOG  
Yojana Bhavan,  
New Delhi.**

**The Secretary,  
Department of Rural Development,  
Krishi Bhavan,  
New Delhi.**

**The Secretary,  
Department of Land Resources  
Room No.12 'G',  
G-Wing, NBO Building, Nirman Bhawan,  
New Delhi**

**The Secretary,  
Ministry of Power  
Shram Shakti Bhavan,  
New Delhi.**

**The Secretary,  
Department of Road Transport & Highways,  
Transport Bhavan,  
New Delhi.**

**The Secretary,  
Ministry of Shipping  
Transport Bhavan,  
New Delhi.**

**The Secretary,  
Department of Science & Technology,  
Technology Bhavan, New Mehrauli road,  
New Delhi.**

**The Secretary,  
D/o Scientific Industrial Research,  
Technology Bhavan,  
New Mehrauli Road, New Delhi.**

**Scientist  
Department of Bio-Technology  
CGO Complex, New Delhi.**

**The Secretary,  
M/o Social Justice & Empowerment  
Shastri Bhavan, New Delhi.**

**Chairman  
Department of Space  
ISRO, Antariksh Bhawan  
New BEL Road, Bangalore – 560231**

**The Secretary,  
M/o Statistics & Programme  
Implementation  
Sardar Patel Bhavan, New Delhi.**

**The Secretary,  
Ministry of Steel,  
Udyog Bhavan, New Delhi.**

**The Secretary,  
Ministry of Textiles  
Udyog Bhavan, New Delhi.**

**The Secretary,  
Ministry of Tourism,  
Paryavaran Bhawan,  
New Delhi.**

**The Secretary,  
Ministry of Tribal Affairs,  
Shastri Bhavan,  
New Delhi**

**The Secretary,  
Ministry of Urban Development  
Nirman Bhavan,  
New Delhi.**

**The Secretary,  
Ministry of Water Resources  
Shram Shakti Bhavan,  
New Delhi.**

**The Secretary,  
Ministry of Women & Child Development  
Shastri Bhavan, New Delhi.**

**The Secretary,  
Department of Youth Affairs  
Shastri Bhavan,  
New Delhi.**

**The Secretary,  
Department of Sports  
Shastri Bhavan  
New Delhi**

**Chairman  
Railway Board,  
Rail Bhawan  
Raisina Road  
New Delhi**

**The Secretary,  
Department of Drinking Water Supply,  
Drinking Water Mission, C Wing,  
4<sup>th</sup> Floor, CGO Complex  
New Delhi.**