



सत्यमेव जयते

प्रशासनिक सुधार और लोक शिकायत विभाग

DEPARTMENT OF
ADMINISTRATIVE REFORMS &
PUBLIC GRIEVANCES
GOVERNMENT OF INDIA



Secretariat Reforms

- a) Increasing Efficiency in Decision Making
- b) eOffice
- c) Swachhata Campaign & Reducing Pendency

Monthly Report | March 2024

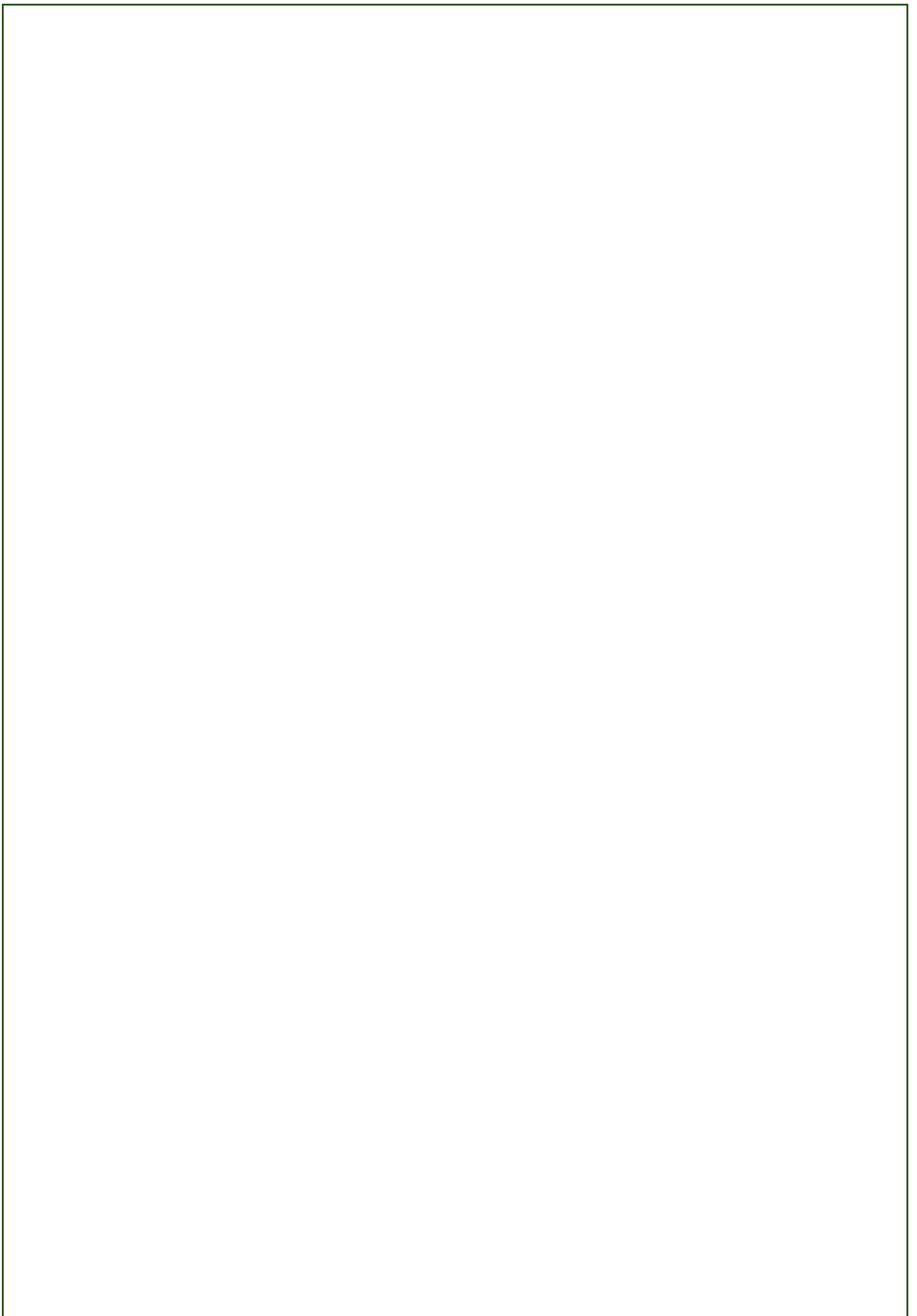


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1. Key Highlights (March 2024)

A) eOffice Analytics and Implementation

- a) 94.4% of total files created in March 2024 are eFiles as compared to 92.7% in February 2024.
- b) 41 Ministries/Departments have 100% share of eFiles for March 2024.
- c) In March 2024, out of 431,754 receipts generated, 405,417 were e-receipts (93.9%). 18 Ministries/Departments have 100% share of e-receipts for March 2024.
- d) The average distinct transaction levels for active files in the Central Secretariat has reduced from 7.19 in 2021 to 4.4 in March 2024.
- e) 10 Ministries/Department having average transaction level of more than 5 levels as compared to 19 Ministries/Departments in February 2024.
- f) In March 2024, there were 4900 files with Inter Ministerial file movement as compared to 4128 in February 2024.

B) Swachhata Campaign

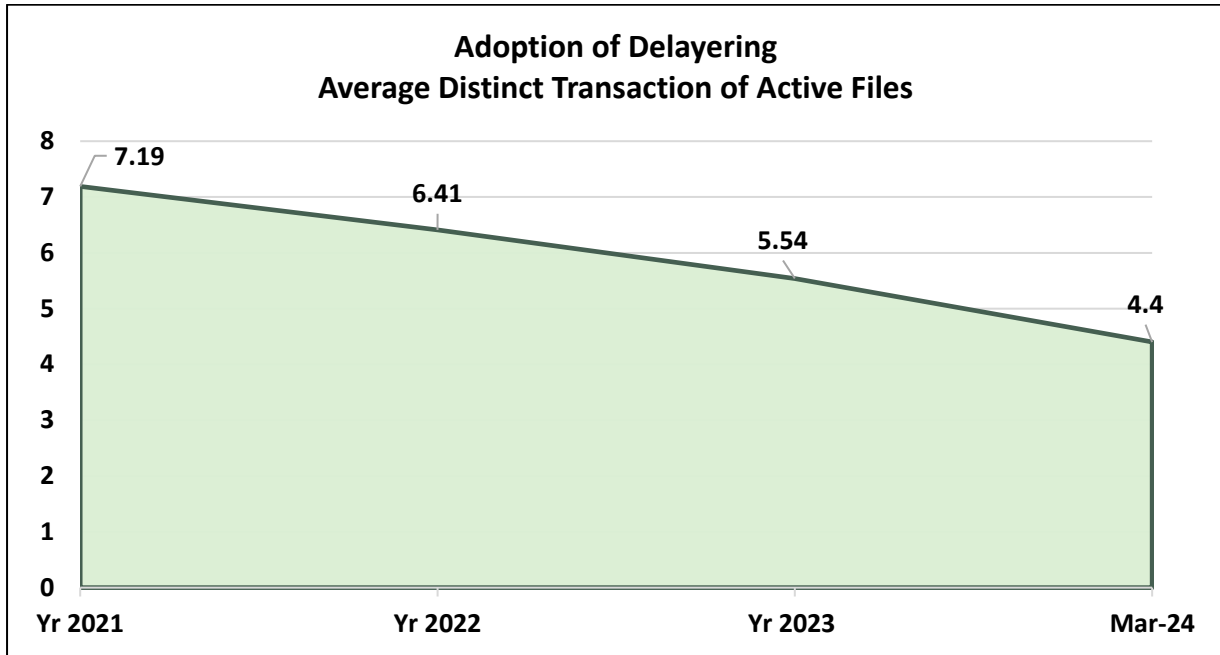
- a) Cleanliness Campaign conducted at **9,558 sites**
- b) **2,78,871 sq. ft of Space Freed**
- c) **Rs 88,60,08,925** of Revenue earned by scrap disposal

C) Reduction in pendency

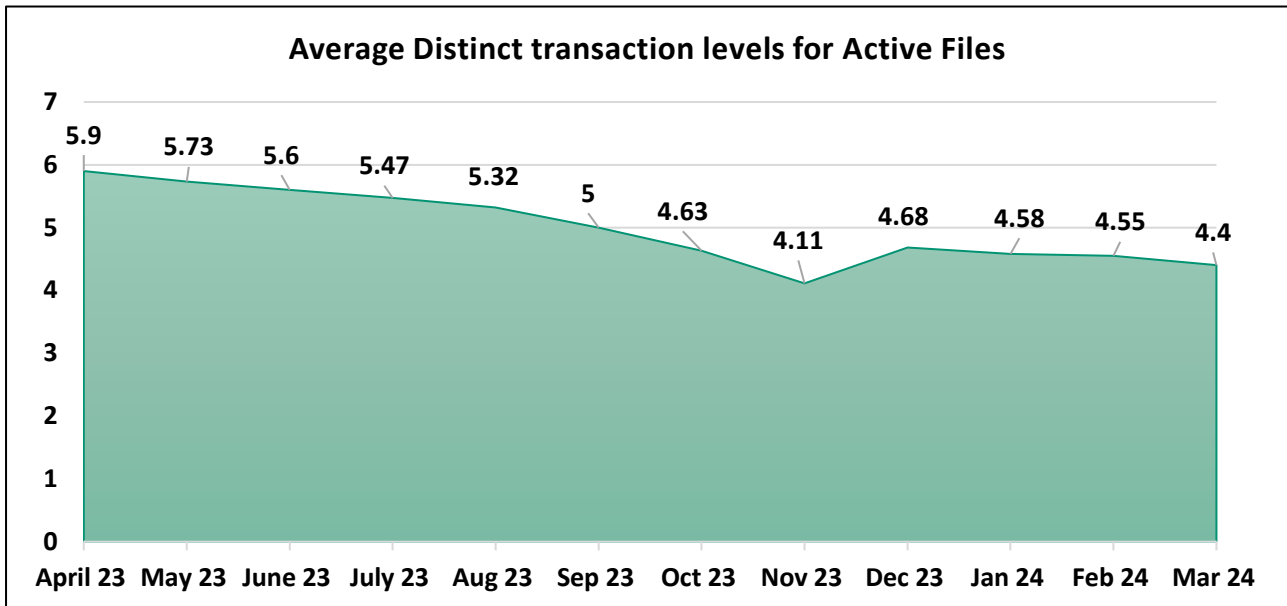
- a) **Disposed**
 - ✓ **8,94,911** Public Grievances
 - ✓ **63,412** Public Grievance Appeals
 - ✓ **587** PMO References
 - ✓ **379** References from State Government
- b) **Record Management**
 - ✓ **3,03,228** Physical files reviewed and **1,12,022** physical files weeded out
 - ✓ **54,734** eFiles put up for review and **31,903** eFiles closed

2. Increasing Efficiency in Decision Making

2.1 Delaying



The average distinct transaction levels for active files in the Central Secretariat has reduced from 7.19 in 2021 to 4.4 in March, 2024.

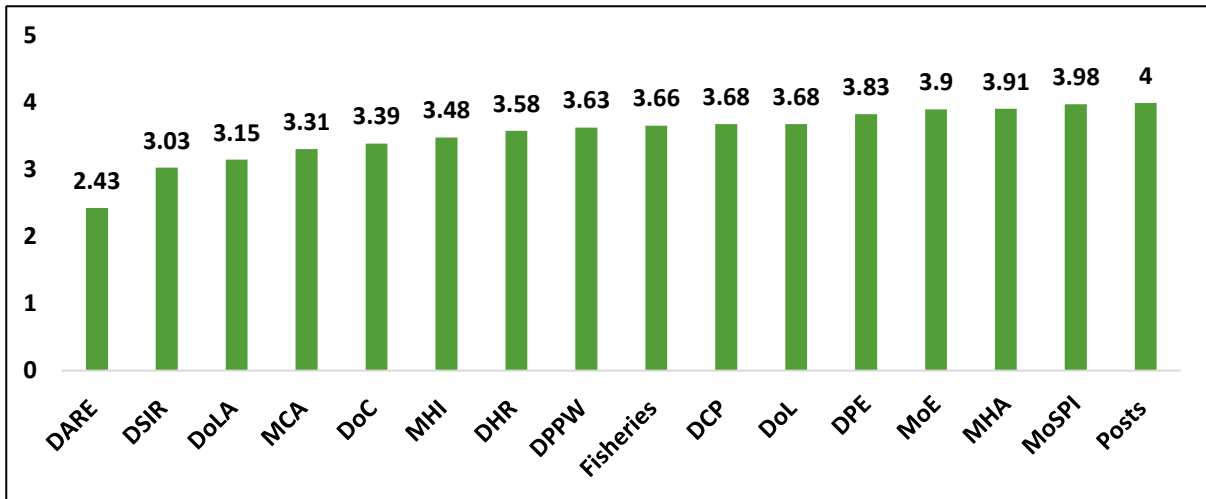


Average distinct transaction levels for active files in the Central Secretariat from April 2023 to March 2024

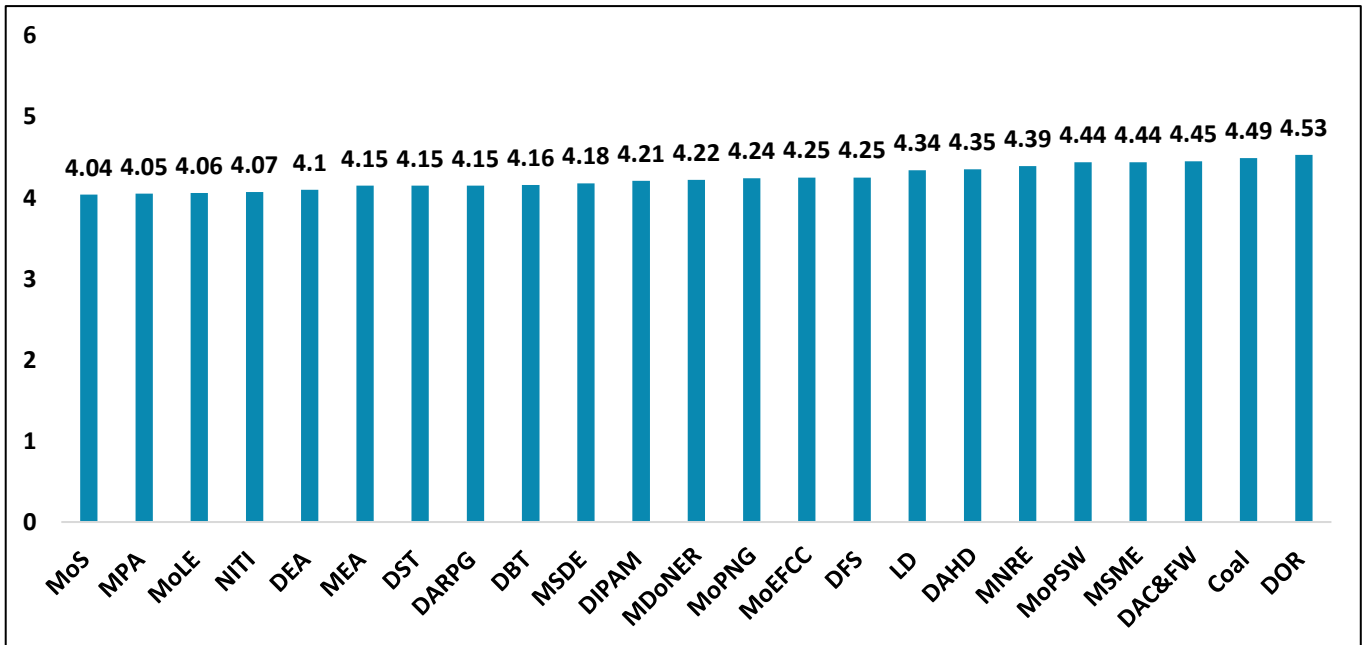
2.2 Status of Delaying

Following graph depicts the average distinct transaction levels in different Ministries/Departments for March 2024:

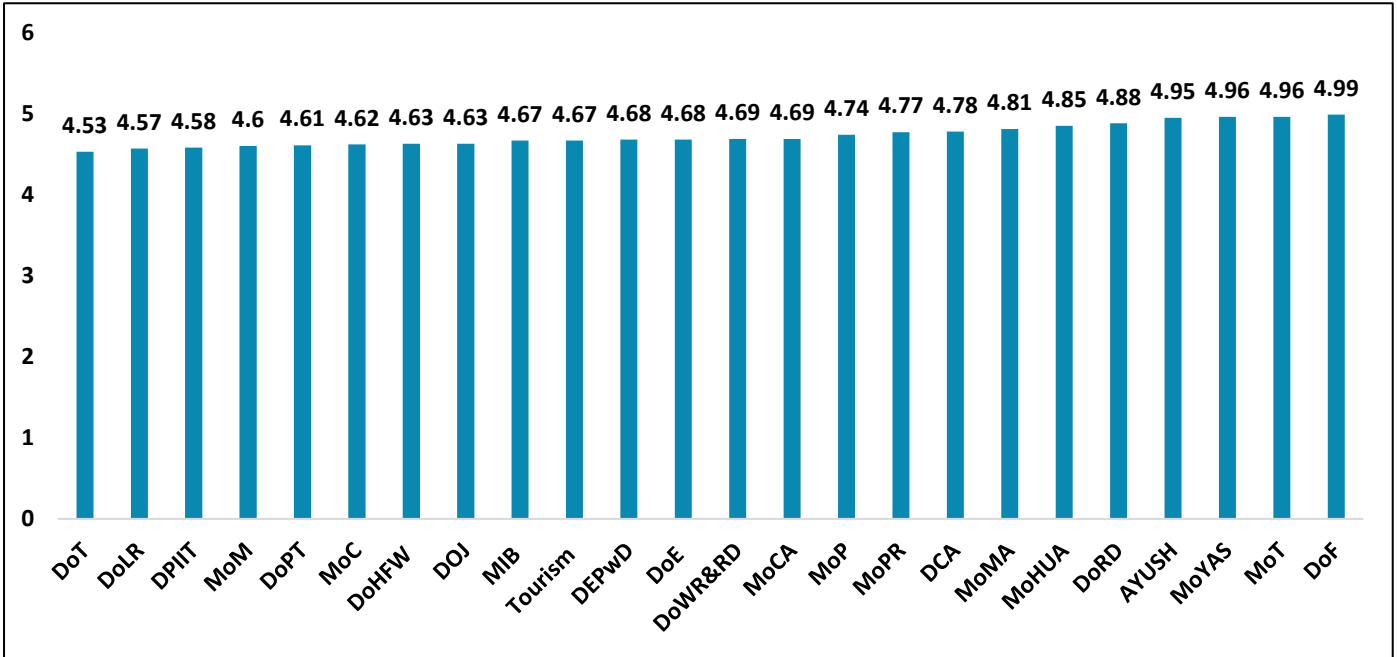
a. Ministries/Departments with average distinct transaction levels up to ≤ 4



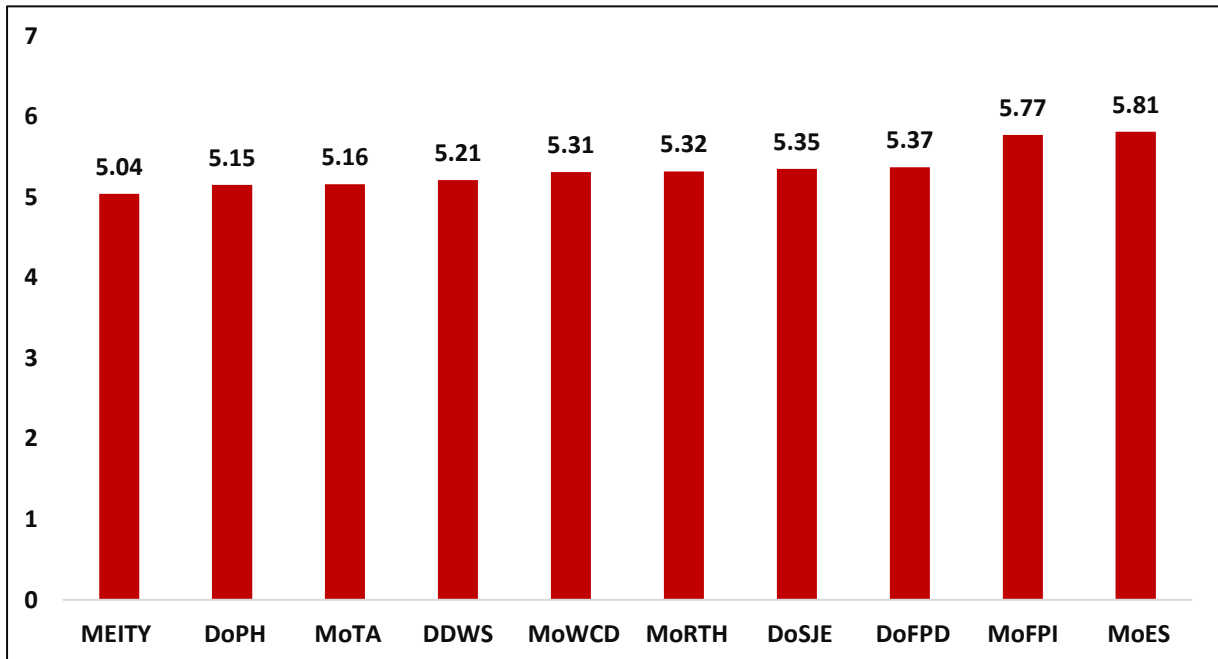
b. Ministries/Departments with average distinct transaction levels between 4 to 5



Ministries/Departments with average distinct transaction levels between 4 to 5



c. Ministries/Departments with average distinct transaction level >5



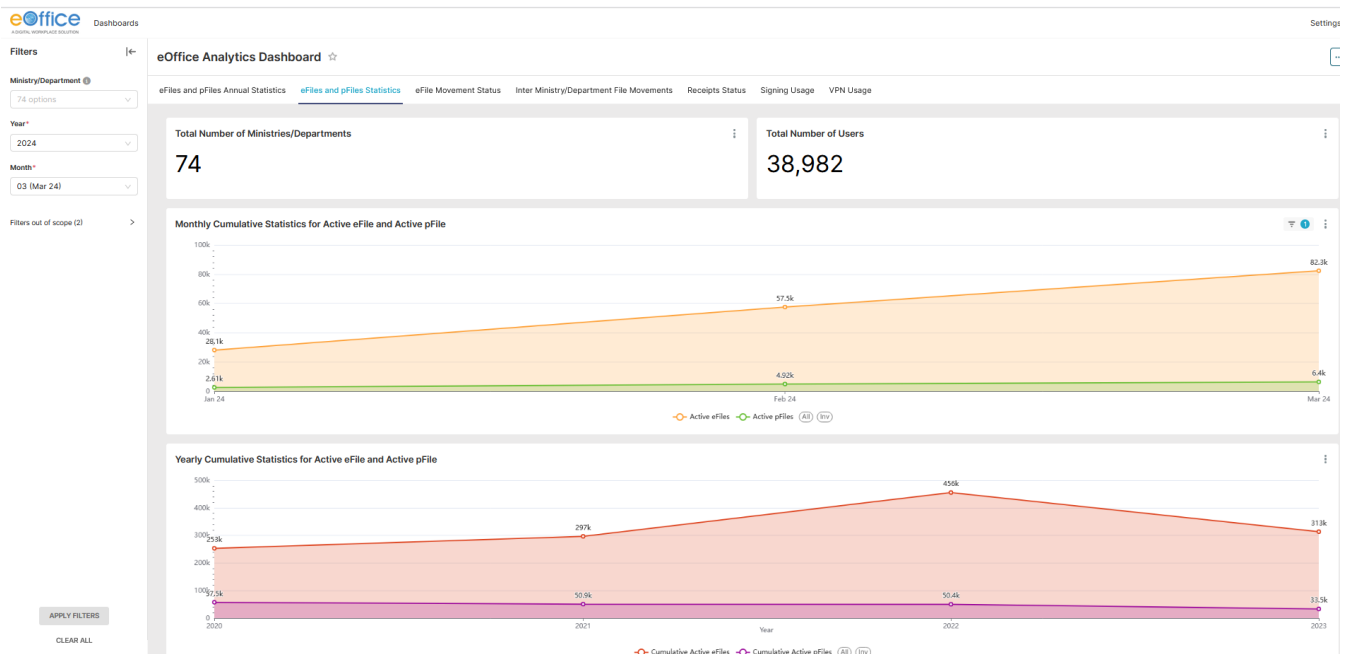
3. eOffice Analytics and Implementation

3.1 eOffice Analytics

➤ The e-Office analytics dashboard (<https://vishleshan.eoffice.gov.in/>) was launched on December 19th, 2023.

The Dashboard provides for:

- Real Time metrics to Facilitate in-depth data analysis & strengthen Decision Making
- Decision making made user friendly, through Visualization of Data and Trends
- Data Analysis to further streamline & strengthen e-Office
- Facilitate a comprehensive implementation of IEDM

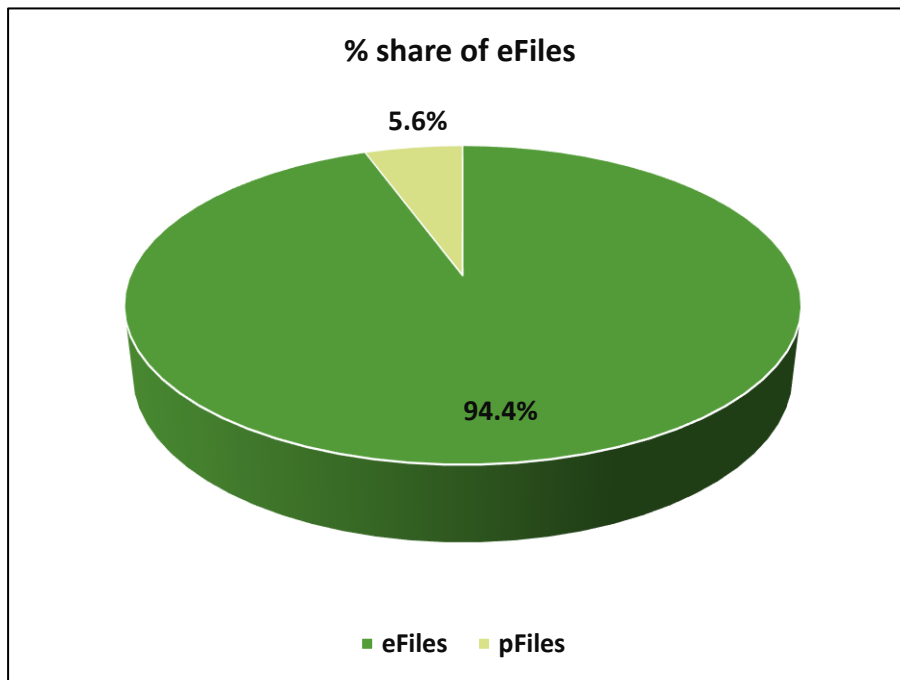
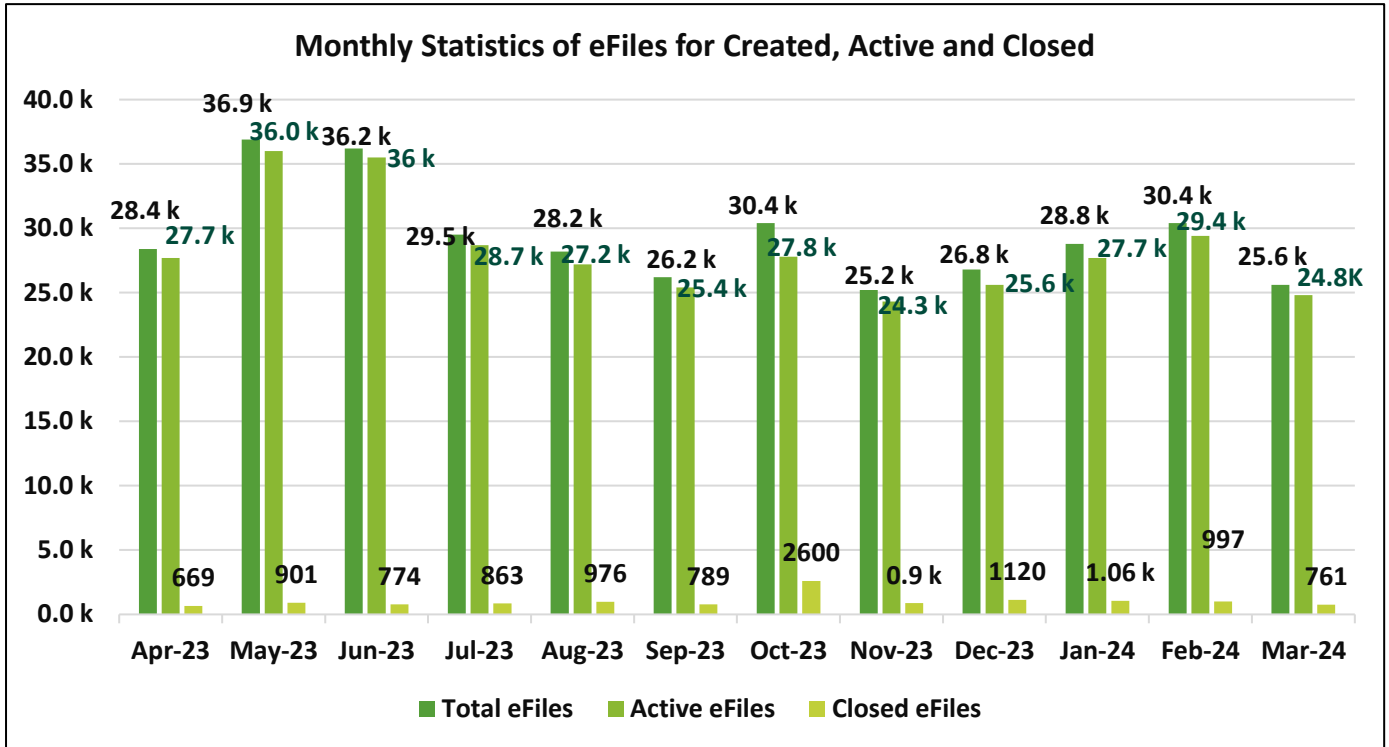


eOffice Analytics Dashboard Interface

URL: <https://vishleshan.eoffice.gov.in/>

The dashboard is available only on NIC net. It is at present accessible to all Secretaries of the Government of India and other senior officers (for whom specific request has to be made to NIC with details of email ID (only NIC email) and mobile numbers.

3.2 Growth of e-Files



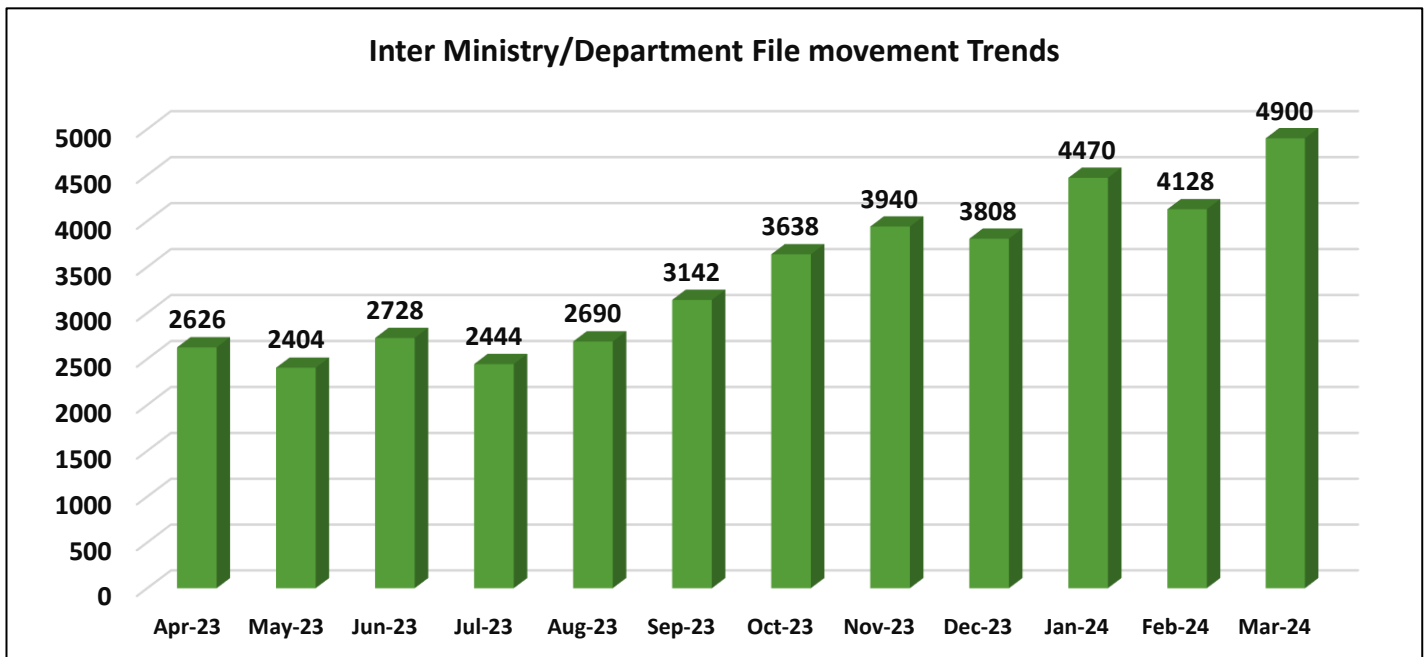
The share of eFiles for March 2024 is **94.4 %**

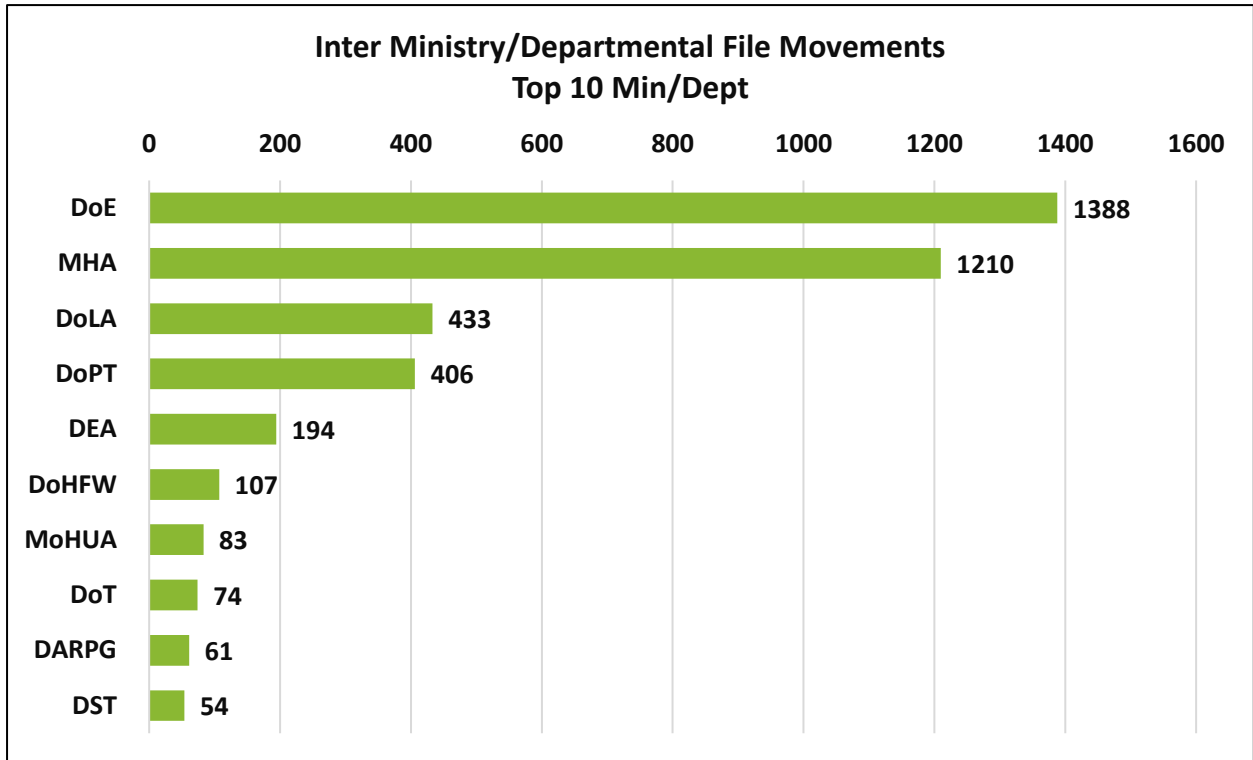
3.3 eFiles creation (March 2024)

Following is the list of Ministries/Departments with <90% share of eFiles for the month of March 2024:

S No.	Ministry/Department	% share
1.	Department of Official Language	14.3
2.	Ministry of Home Affairs	63.1
3.	Department of Expenditure	64.4
4.	Department of Personnel & Training	79.7
5.	Ministry of Information & Broadcasting	85.7
6.	Ministry of AYUSH	89.6
7.	Ministry of Power	89.9

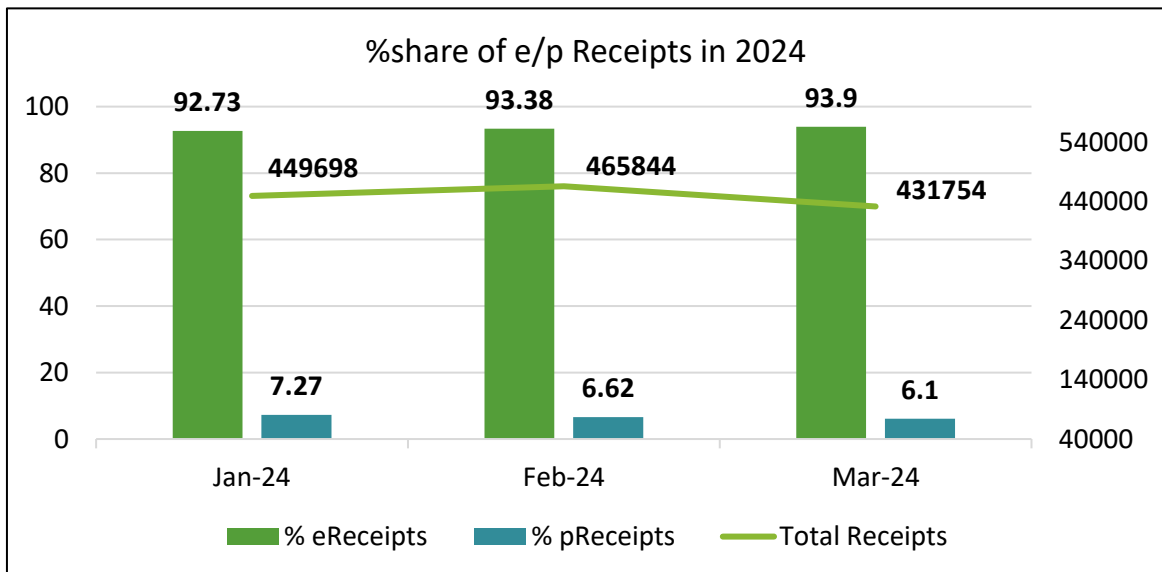
3.4 Inter-Departmental File Movement





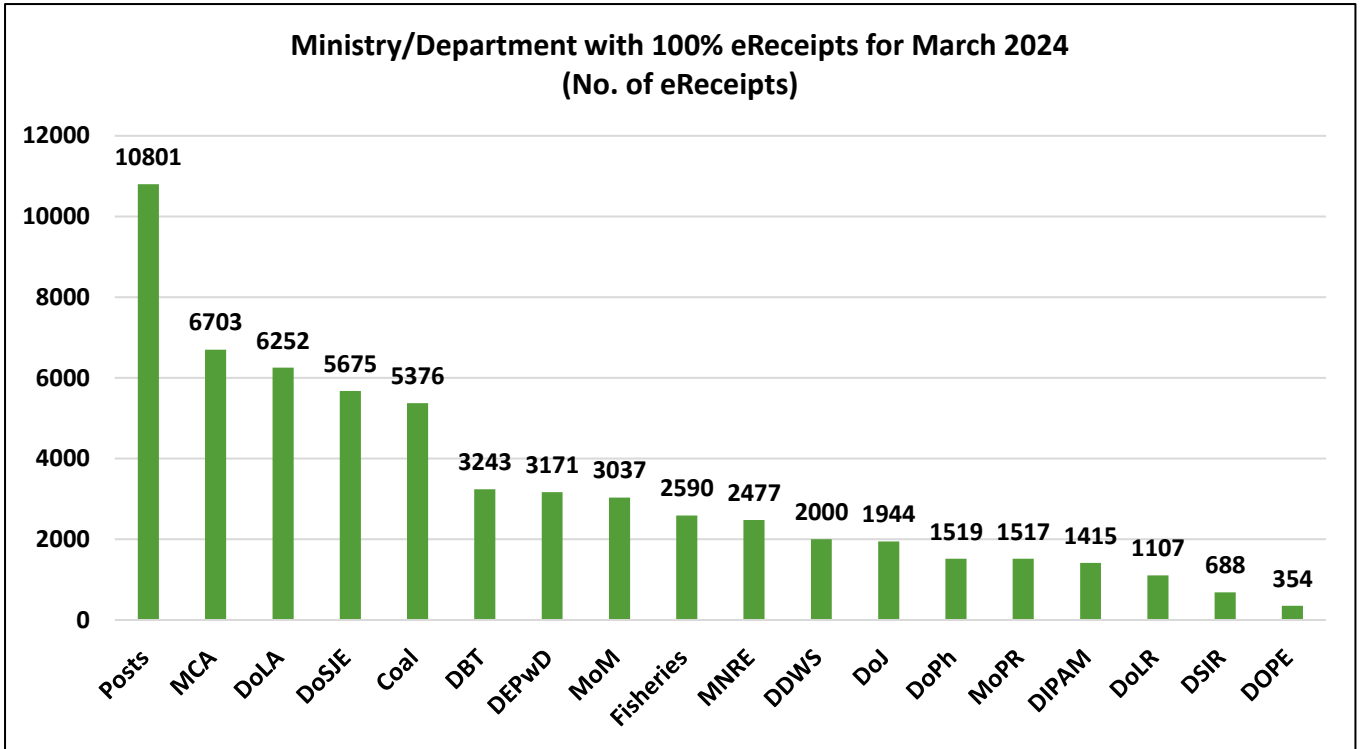
- The Department of Expenditure has the maximum number of Inter-Ministerial files (1388) followed by the Ministry of Home Affairs (1210) and the Department of Legal Affairs (433)

3.5 eReceipts Adoption (% share of eReceipts)



- In March 2024, out of a total of 431,754 receipts, 405,417 were e-receipts (93.9%)

- 18 Ministries/Departments have a 100% share of e-receipts for March 2024



4. eOffice Analytics

The eOffice Analytics data for March 2024 is summarised as follows:

S No.	Ministry/Department	% Files with Avg Distinct Transaction levels > 4	% eReceipts	% eFiles	% DSC
1.	Department for Promotion of Industry and Internal Trade	42.73	89.91	100	33.98
2.	Department of Administrative Reforms & Public Grievances	51.43	96.19	100	99.70
3.	Department of Agricultural Research and Education	28.57	92.34	100	17.94
4.	Department of Agriculture Cooperation & Family Welfare	44.22	99.30	98.35	6.08
5.	Department of Animal Husbandry and Dairying	45.26	99.71	100	1.92
6.	Department of Biotechnology	37.33	100	100	5.09
7.	Department of Chemicals and Petrochemicals	27.27	99.89	100	11.67
8.	Department of Commerce	18.83	97.30	99.60	0.79
9.	Department of Consumer Affairs	42.18	98.59	100	1.59
10.	Department of Drinking Water and Sanitation	56.32	100	100	0.00
11.	Department of Economic Affairs	29.55	96.72	96.46	1.36
12.	Department of Empowerment of Persons with Disabilities	36.41	100	100	1.83
13.	Department of Expenditure	59.91	38.78	64.37	0.74
14.	Department of Fertilizers	54.31	98.91	100	10.03
15.	Department of Financial Services	37.57	93.41	99.51	0.03
16.	Department of Fisheries	31.03	100	99.29	0.00
17.	Department of Food & Public Distribution	50	97.42	100	26.38
18.	Department of Health and Family Welfare	43.31	93.27	99.17	33.44
19.	Department of Health Research	22.03	83.10	95.83	4.29
20.	Department of Justice	26.96	100	100	17.93
21.	Department of Land Resources	48.65	100	98.08	4.13
22.	Department of Legal Affairs	13.98	100	100	5.26
23.	Department of Official Language	14.29	41.77	14.29	0.00
24.	Department of Pensions and Pensioners' Welfare	25.49	98.81	100	34.10
25.	Department of Personnel & Training	43.99	84.28	79.68	1.65

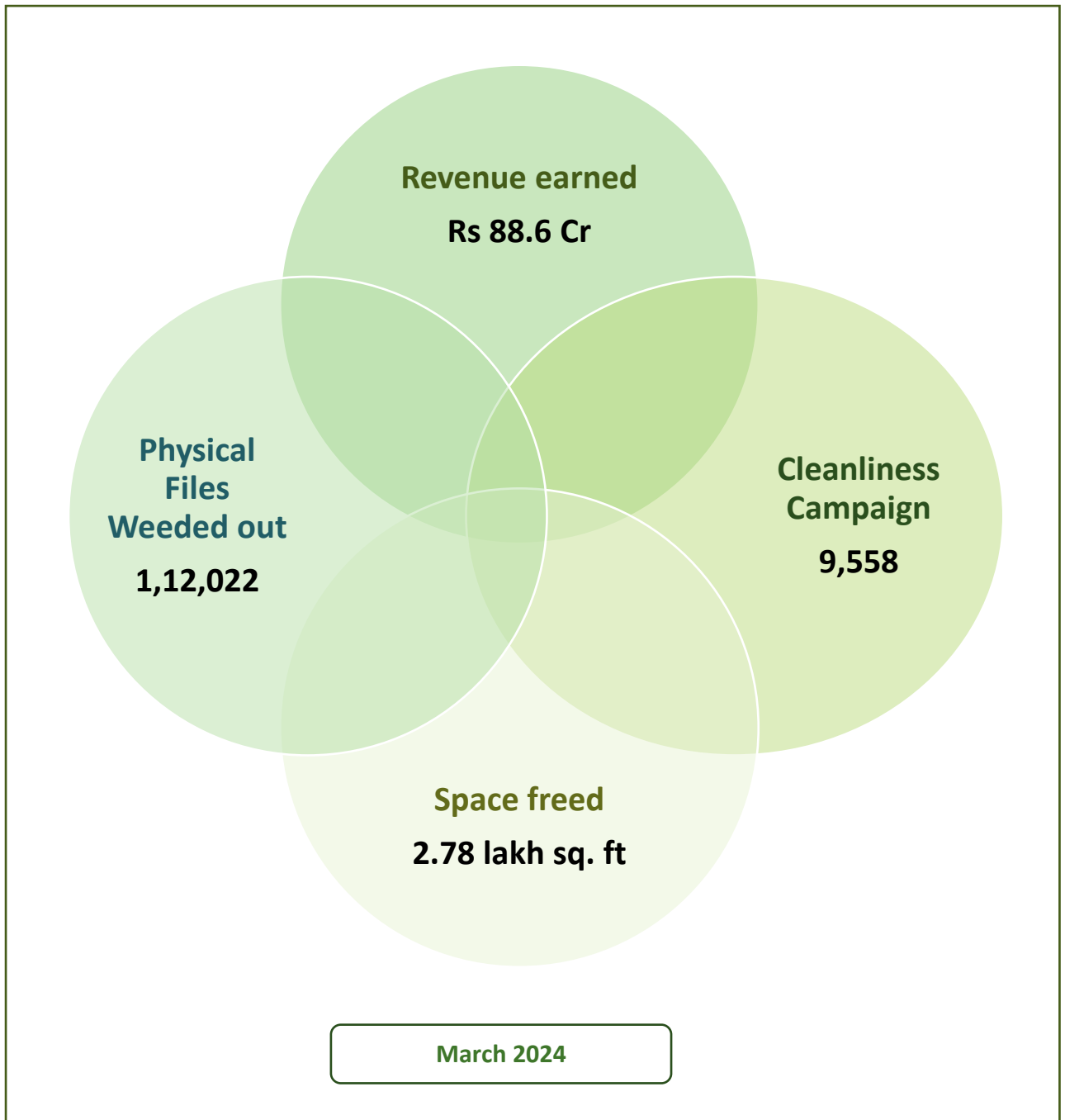
26.	Department of Pharmaceuticals	50.94	100	100	5.87
27.	Department of Posts	29.53	100	100	8.59
28.	Department of Public Enterprises	8.33	100	100	3.80
29.	Department of Revenue	37.75	69.75	93.47	11.11
30.	Department of Rural Development	53.08	99.27	100	6.36
31.	Department of Science & Technology	37.61	99.77	99.66	1.32
32.	Department of Scientific and Industrial Research	10.13	100	100	3.08
33.	Department of Social Justice & Empowerment	48	100	100	7.43
34.	Department of Telecommunications	40.49	89.37	96.21	30.21
35.	Department of Water Resources, River Development & Ganga Rejuvenation	44.58	99.89	100	0.20
36.	DIPAM	36.84	100	100	4.51
37.	Legislative Department	43.14	73.59	98.51	8.68
38.	Ministry of AYUSH	54.26	80.38	89.61	4.25
39.	Ministry of Civil Aviation	50.23	99.61	100	3.37
40.	Ministry of Coal	39.34	100	100	0.13
41.	Ministry of Cooperation	40	86.13	100	5.91
42.	Ministry of Corporate Affairs	18.71	100	100	0.04
43.	Ministry of Culture	53.51	97.78	98.18	10.15
44.	Ministry of Development of North Eastern Region	31.98	99.96	100	27.98
45.	Ministry of Earth Sciences	71.7	99.68	100	0.27
46.	Ministry of Education	34.19	96.94	96.93	1.47
47.	Ministry of Electronics & Information Technology	50.94	96.92	99.72	1.79
48.	Ministry of Environment, Forest and Climate Change	38.99	99.93	99.46	32.79
49.	Ministry of External Affairs	31.6	99.93	100	10.45
50.	Ministry of Food Processing Industries	70.63	98.26	100	0.00
51.	Ministry of Heavy Industries	30	99.97	100	0.53
52.	Ministry of Home Affairs	31.91	76.20	63.05	1.37
53.	Ministry of Housing & Urban Affairs	50.47	92.82	99.51	5.82
54.	Ministry of Information & Broadcasting	48.15	71.28	85.69	1.70
55.	Ministry of Labour & Employment	40.13	91.58	96.98	6.90

56.	Ministry of Micro Small and Medium Enterprises	45.68	86.86	99.03	22.05
57.	Ministry of Mines	45.12	100	99.48	29.58
58.	Ministry of Minority Affairs	61	94.29	99.16	0.00
59.	Ministry of New and Renewable Energy	35.14	100	98.90	12.04
60.	Ministry of Panchayati Raj	44.44	100	100	1.42
61.	Ministry of Parliamentary Affairs	16	99.68	100	0.00
62.	Ministry of Petroleum and Natural Gas	44.44	97.16	100	0.46
63.	Ministry of Ports, Shipping and Waterways	41.74	99.48	100	23.19
64.	Ministry of Power	52.04	99.81	89.92	0.00
65.	Ministry of Road Transport & Highways	50.22	99.92	100	58.34
66.	Ministry of Skill Development and Entrepreneurship	35.61	96.11	100	8.98
67.	Ministry of Statistics & Programme Implementation	32.91	99.87	99.64	1.62
68.	Ministry of Steel	43.33	97.11	96.27	12.30
69.	Ministry of Textiles	53.75	82.07	100	0.00
70.	Ministry of Tourism	43.36	99.91	99.21	0.40
71.	Ministry of Tribal Affairs	62.41	97.41	100	0.16
72.	Ministry of Women and Child Development	61.96	99.18	100	2.52
73.	Ministry of Youth Affairs & Sports	43.44	99.68	100	0.14
74.	NITI Aayog	34.95	97.87	99.38	0.00

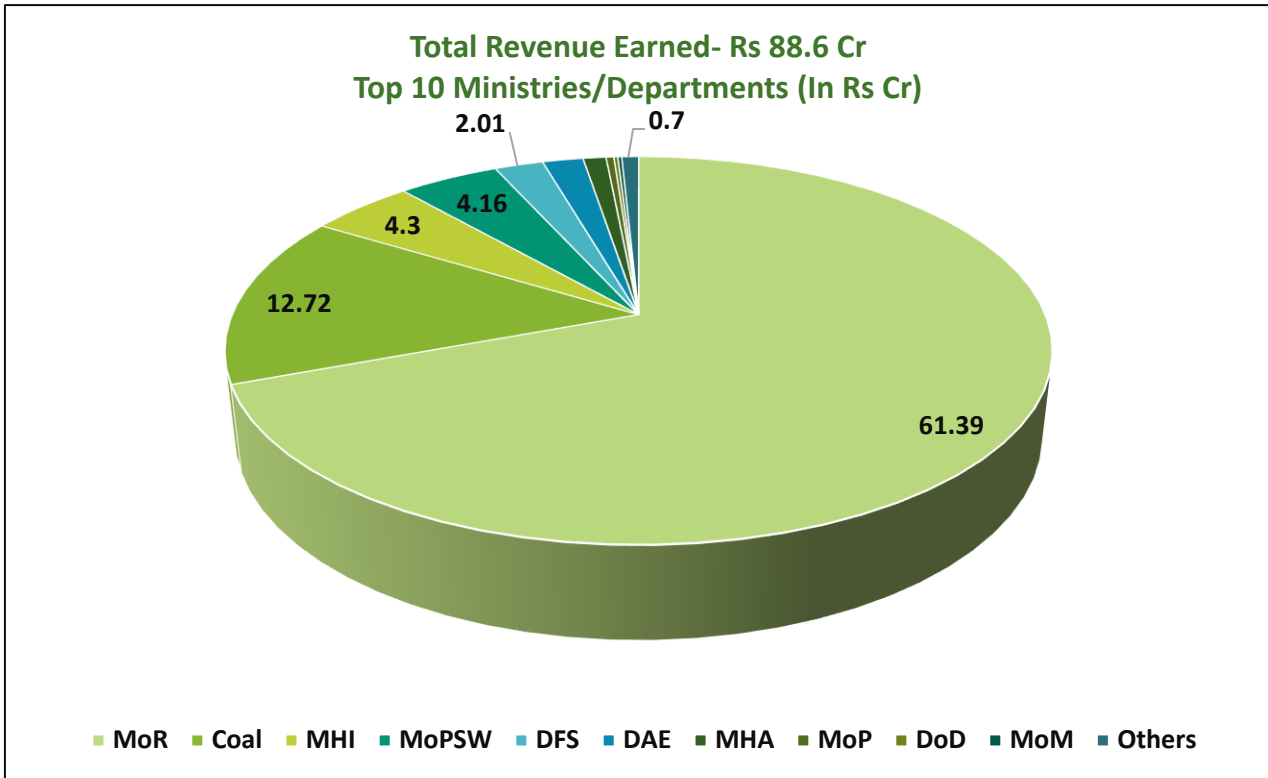
- All Ministries/Departments to adopt DSC/eSign by June 30th, 2024. DARPG OM No. T-11/1/2024-ARC-DARPG (e8565) dated 15.01.2024 (Pg 29 of the report).
- Ministries/Departments to shift to 100% eReceipts. DARPG OM No. O-16012/6/2017-ARC-DARPG (e2938) dated 21.06.2023 (Pg 30 of the report)
- Ministries/Departments having average Distinct Transaction levels more than 5 to review Delaying/Delegation. DARPG OM No. 30011/12/2015- O&M-Pt.I(6452) dated 12.03.2021 (Pg 31 of the report).

5. Swachhata Campaign and Reducing Pendency

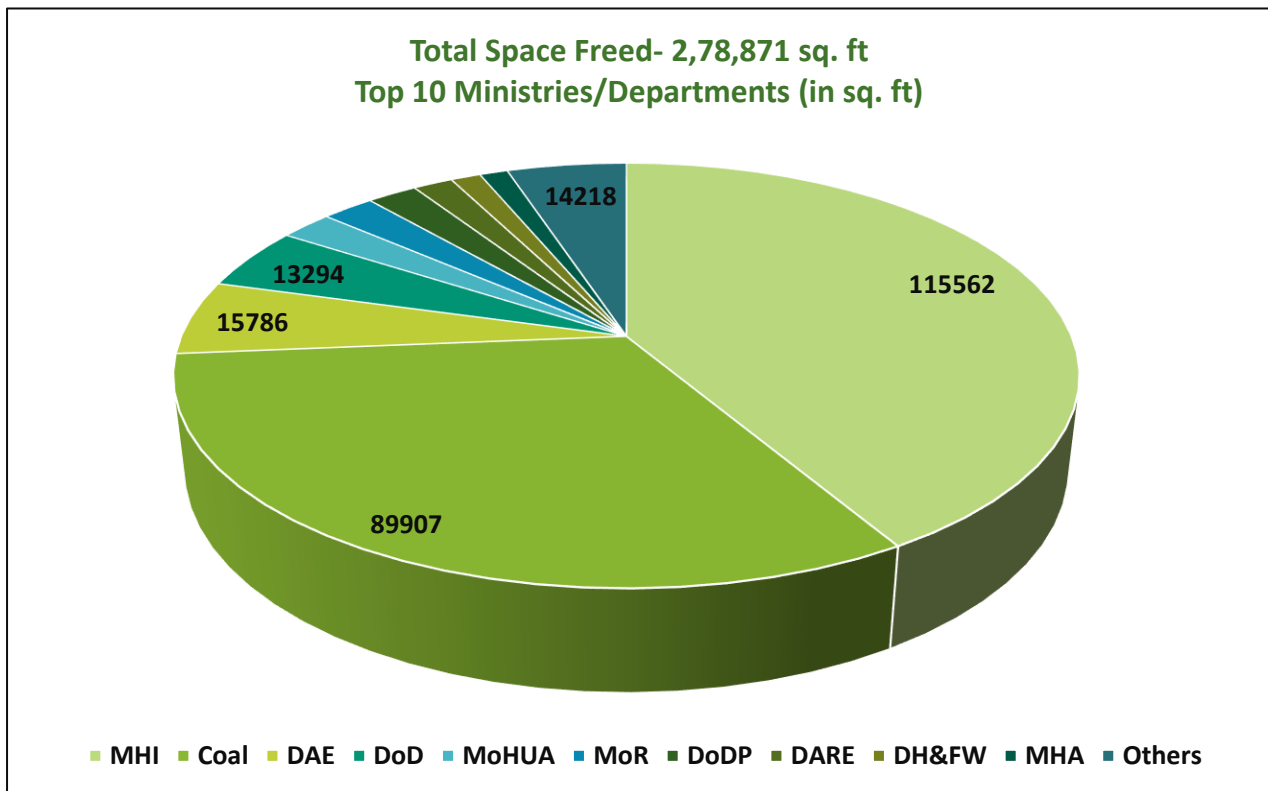
5.1 Swachhata Campaign



5.1.1 Revenue Earned from Scrap Disposal



5.1.2 Space Freed



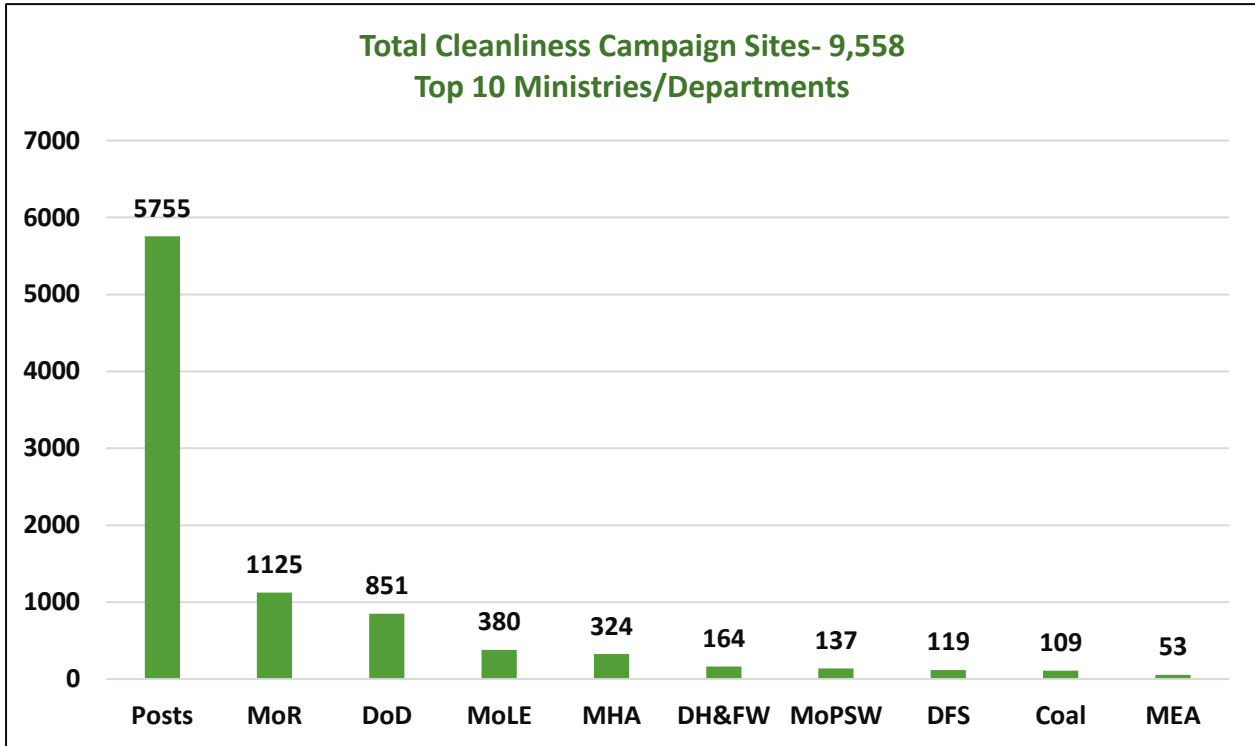
a. Utilisation of Space Freed by Top 3 Ministries/Departments

- **Ministry of Coal:** The top 3 PSUs according to space freed were :-

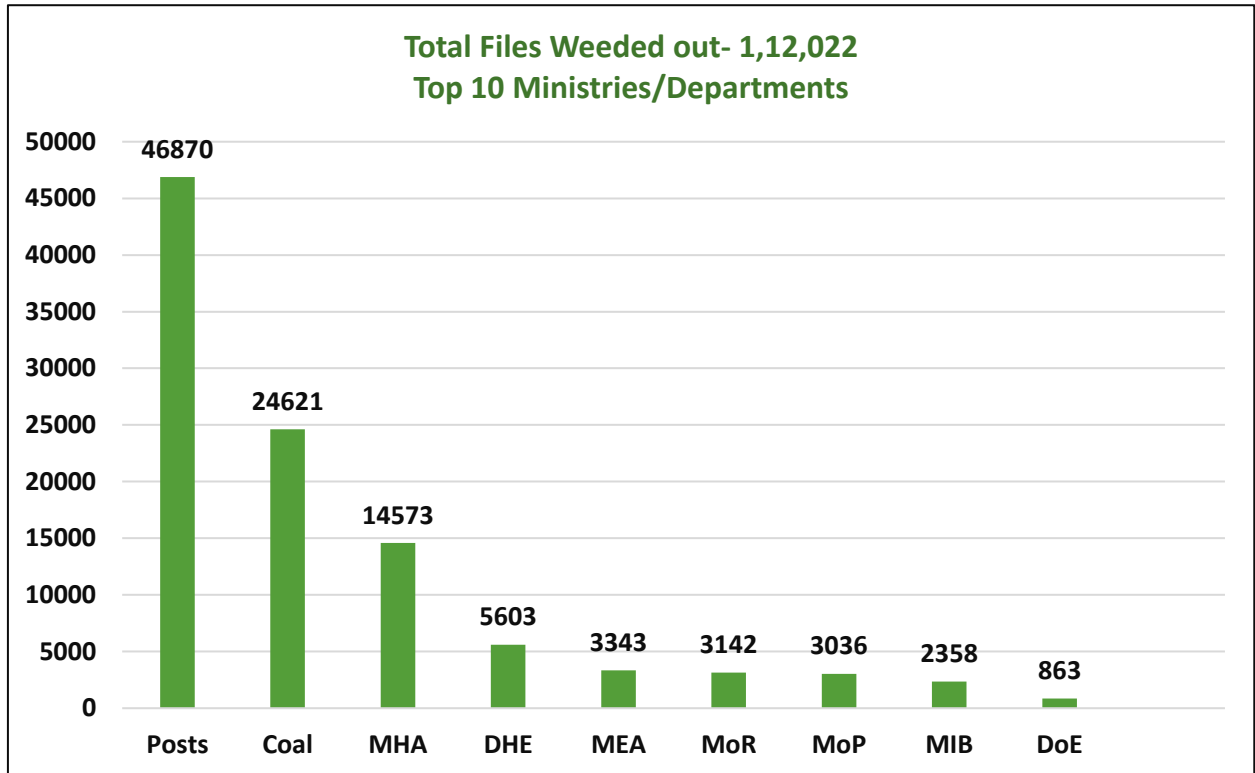
S No.	PSU Name	No. of Sites Cleaned	Space freed (sq. ft.)
1	WCL	60	23,362
2	SCCL	10	17,420
3	MCL	4	13,993
TOTAL		74	64,715

- **Department of Atomic Energy:** The top 3 units according to space freed were :-
- Directorate of Purchase & Stores – Disposal of scrap and unserviceable equipments, Mumbai – 12137 sq.ft . The space is further utilized for unloading and storage of the new scraps generated in the Unit all year around.
 - Board of Radiation & Isotope Technology – Disposal of saleable scrap items from the cubicles, Mumbai - 3429 sq. ft
 - Atomic Minerals Directorate – Disposal of miscellaneous general scrap, office furniture and fitting items, Hyderabad - 200 sq. ft
- **Ministry of Heavy Industry:** The top 3 units according to space freed were :-
- BHEL- FSIP (Fabrication Stamping & Insulator Department), Jagdishpur- 6000 sq. ft
 - BHEL- HERP (Heavy Equipment Repair Plant), Varanasi- 4305 sq. ft
 - BHEL- BAP (Boiler Auxiliary Plant), Ranipet - 3200 sq. ft

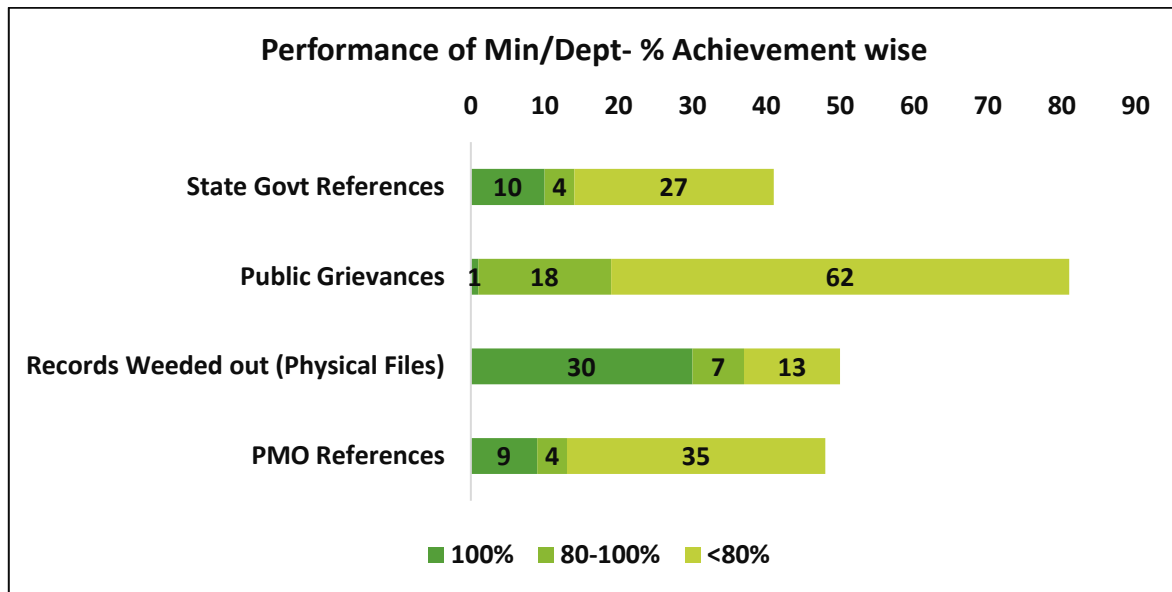
5.1.3 Cleanliness Campaign Sites



5.1.4 Files Weeded out (Physical Files)



5.2 Performance on Pendency Parameters

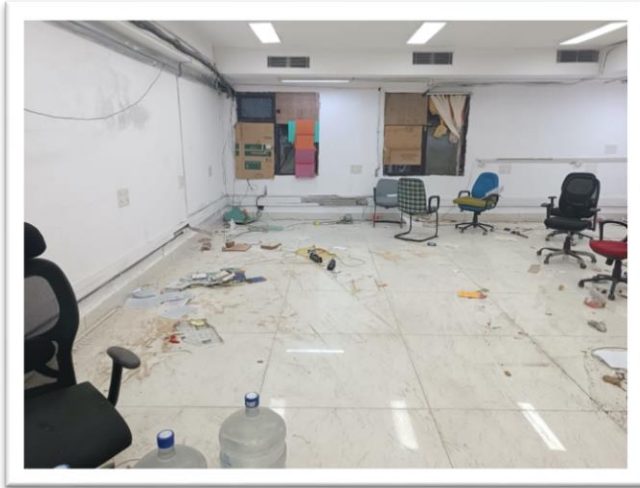


List of Ministries/Departments with <40% disposal number in >2 parameters

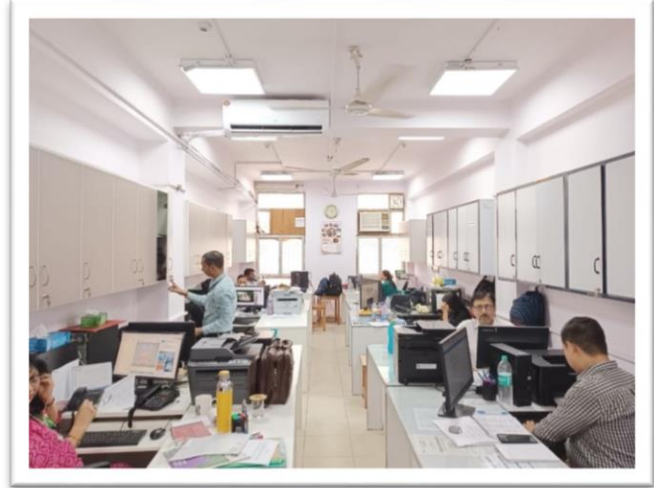
S No.	Min/Dept	Dec'23	Jan'24	Feb'24	Mar'24 ¹	No. of months with parameters <40%
1.	Department of Commerce	3	3	3	0	3
2.	Department of Defence	4	3	3	2	3
3.	Department of Economic Affairs	5	5	4	2	3
4.	Department of Higher Education	4	4	3	2	3
5.	Department of Military Affairs	4	4	4	2	3
6.	Department of Rural Development	3	5	6	2	3
7.	Department of School Education and Literacy	3	3	4	1	3
8.	Ministry of Culture	4	4	5	2	3
9.	Ministry of Labour and Employment	3	3	3	0	3
10.	Ministry of Road Transport and Highways	3	4	3	1	3

¹ MP References, Parliamentary Assurances & IMC References have not been monitored for the month of March, 2024

6. Best Practices: Enhancement of Office Spaces



BEFORE



AFTER

Waste space developed into working space, Shastri Bhawan, New Delhi; **Ministry of Culture**



BEFORE



AFTER

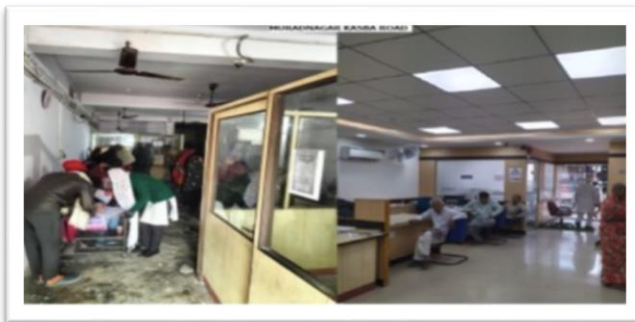
Decluttered Office corridors of SCCL HO Record Room, Kothagudem, Telangana; **Ministry of Coal**



BEFORE

AFTER

Waste dumping space converted to waiting room, Dak Bhawan, New Delhi; **Department of Post**



BEFORE



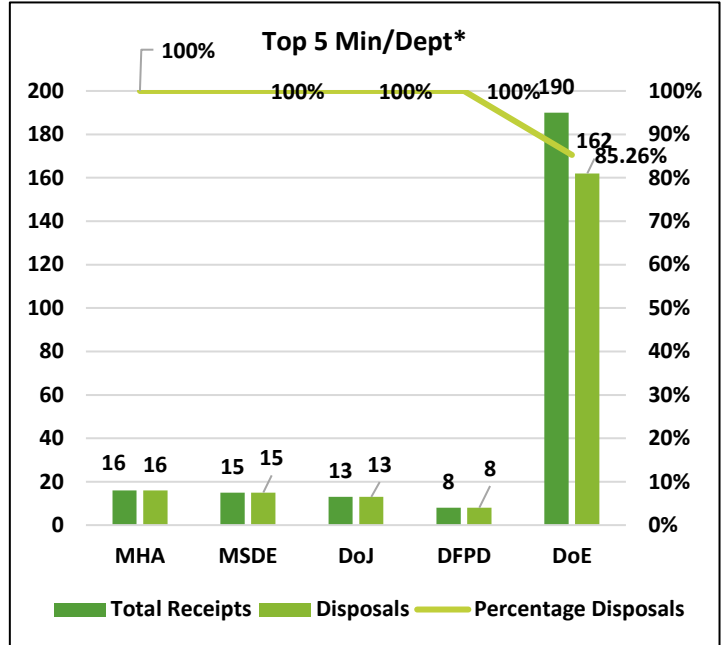
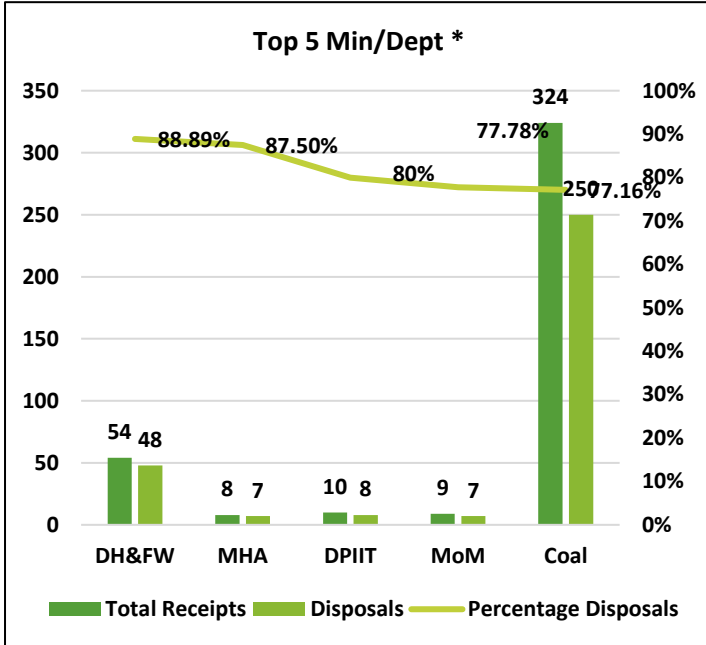
AFTER

Renovation at Indian Bank, Muradnagar Kasba, Uttar Pradesh; **Department of Financial Services**

7. Parameter wise Performance of Ministries/Departments

PMO References²

State Government References

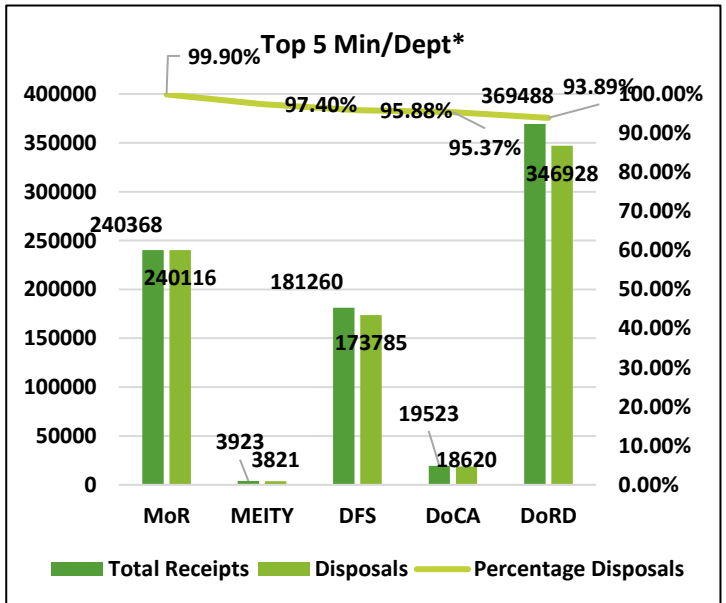
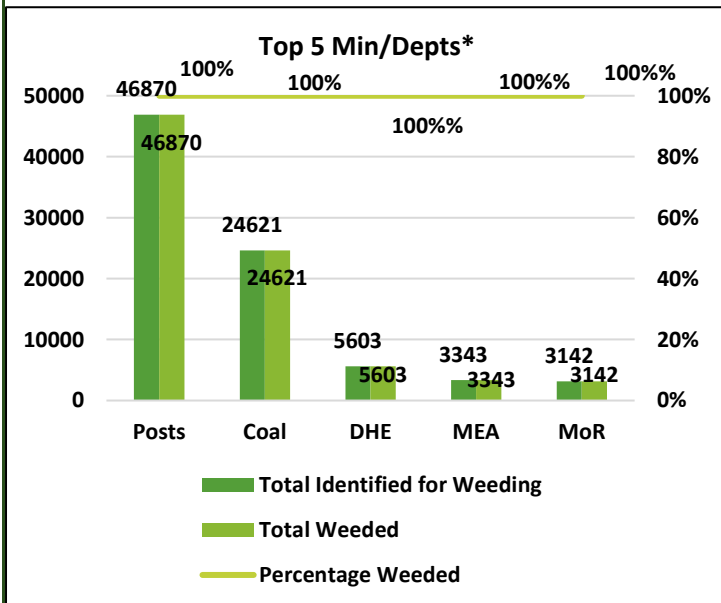


*Min/Dept with top 20 targets

*Min/Dept with top 20 targets

Files Weeded out (Physical Files)

Public Grievances



* Min/Dept with top 20 targets (Physical Files)

*Min/Dept with top 20 targets

² MP References, Parliamentary Assurances & IMC References have not been monitored for the month of March, 2024

8. In Focus: Ministry of Environment, Forest & Climate Change

8.1 Introduction

Ministry of Environment & Forest and Climate Change (MoEF&CC) is the nodal agency in the Central Government for overseeing the implementation of India's environment and forest policies and programmes relating to conservation of the country's natural resources including lakes and rivers, its biodiversity, forests and wildlife, ensuring the welfare of animals and prevention and abatement of pollution. While implementing these policies and programmes, the Ministry is guided by the principle of sustainable development. The following broad objectives of the Ministry are supported by a set of legislative and regulatory measures, aimed at the preservation, conservation and protection of the environment:

- Conservation and survey of flora, fauna, forests and wildlife
- Prevention and control of pollution
- Afforestation and regeneration of degraded areas
- Protection of environment and wildlife
- Facilitate activities related to India's commitments and obligations with three Rio Conventions i.e. UNFCCC, UNCCD and CBD and related reporting process.
- Facilitate activities related to Basel, Rotterdam, Stockholm Conventions and enable India to meet its commitments as per Montreal Protocol under the Vienna Convention.

8.2 Glimpses of Swachhata

Swachhata



Record Maintenance and Weeding out of Physical files at Zoological Survey of India

Environment Friendly Activities

Identified single use plastic items, which have low utility and high littering potential, have been prohibited, with effect from 1st July, 2022, vide Plastic Waste Management Amendment Rules, 2021.

- Ear buds with plastic sticks, plastic sticks for balloons, plastic flags, candy sticks, ice-cream sticks, polystyrene [Thermocol] for decoration;
- Plates, cups, glasses, cutlery such as forks, spoons, knives, straw, trays, wrapping or packing films around sweet boxes, invitation cards, and cigarette packets, plastic or PVC banners less than 100 micron, stirrers.

Enhancement Of Office Spaces



Scrap lying in corridors of Paryavaran Bhawan cleared to make clean working space

Efficient Management of Space



Swachhata Campaign at National Institute of Himalayan Environment, Almora to make space for Sawachhata Kiosk

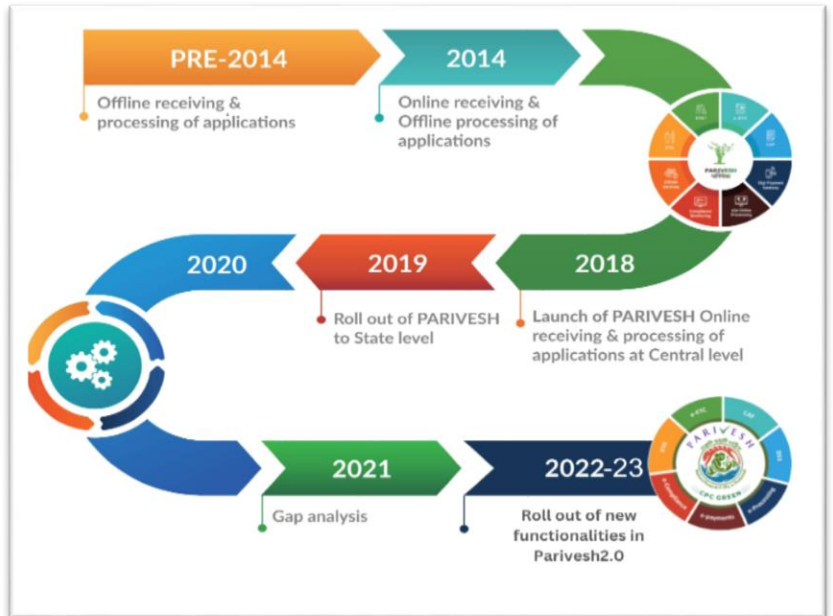
Citizen Centric Practices

Mission LiFE seeks to translate the vision of LiFE into measurable impact. It is designed with the objective to mobilise at least one billion Indians and other global citizens to take individual and collective action for protecting and conserving the environment in the period 2022–28. Within India, at least 80 percent of all villages and urban local bodies are aimed to become environment-friendly by 2028.



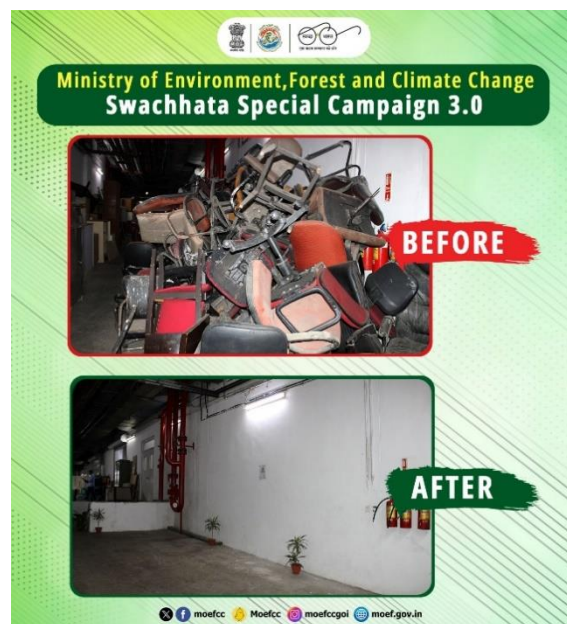
Digitalisation

In pursuant to ‘Digital India’, capturing the spirit of Minimum Government and Maximum Governance, and enhancing ease of doing business a Single-Window named PARIVESH (*Pro-Active and Responsive facilitation by Interactive, Virtuous, and Environmental Single Window Hub*) has been developed by the MOEFCC through NIC and launched



by the Hon’ble Prime Minister in 2018 to provide a single window portal for Environment, Forest, Wild life and Coastal Regulation Zone clearances. The average time taken for grant of Forest Clearances has reduced to less than 135 days. The PARIVESH 2.0 platform has now evolved a Decision Support System (DSS) which provides an efficient and effective environmental appraisal.

Scrap Disposal



8.3 Notable Achievements

MoEFCC (Special Campaign 3.0): Overview



Swachhata in 2024

S No.	Month	Campaign Sites	No. of Physical files Weeded	Space freed (Sq. ft)	Revenue Generated (Rs.) from scrap disposal
1.	January-2024	18	34	885	1,41,915
2.	February-2024	16	1,359	5,795	1,73,946
3.	March- 2024	16	575	2,385	31,135
	Total	50	1,968	9,065	3,46,996

Increasing Efficiency in Decision Making

- Delegation of powers to SEIAA: Higher threshold for Environmental Clearance (EC) of Mining, Irrigation, Power and Connectivity projects.
- Delegation to State Governments: In-principal approval under FC Act for all projects of OFC and Drinking Water.
- Delegation to Ministry's Regional office: All diversion projects up to 5 ha.
- Delegation to Regional Empowered Committee: All linear projects for connectivity projects and all projects from 5 to 40 ha forest diversion.
- Exemption to Strategic projects in international borders and in LWE areas.
- Hierarchy reduced: e.g. DS/Director to Additional Secretary, from JS to Secretary.
- Delegation of Financial Powers for Schemes/projects and approval of Tenders.
- National Focal Points empowered for negotiations under bilateral/multilateral agreements.
- Non-financial delegation: Chanel of submission for 800 items of work finalized.
- Desk Officer System operational in 33 units (22 designated desks and 11 environmental appraisal units).

E- Office Analytics

- In March 2024, out of total 15,376 receipts generated 15,365 are eReceipts (99.93%)
- In March 2024, % share of eFiles (new creation) is 99.46%
- The average distinct transaction levels for active files for March 2024 are 4.25

9. Office Memorandum

9.1 OM on DSC in eFiles

No.T-11/1/2024-ARC-DARPG (e8565)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

Sardar Patel Bhawan, New Delhi
Dated the 15th January, 2024

OFFICE MEMORANDUM

Subject: Extension in deadline of mandate for Digital Signatures in e-Files application – regarding.

With reference to the above subject, kindly refer to the O.M. No. O-16012/6/2017-ARC-DARPG(e2968) dated 21st June, 2023 regarding Guidelines Note on e-Office in all Central Ministries/ Departments (Annexure-1).

2. It is reiterated that CSMOP -2022 under Chapter 7 'Guidelines on Noting', 'Box-e 7.1' titled 'Recording a note in an electronic file' providing that "It is mandatory for all officers of the rank of Dealing officers and above or equivalent to use Digital Signature Certificates (DSCs) or e-sign for electronically signing the eFiles in eoffice system before forwarding.

3. However, Department of Administrative Reforms & Public Grievances has received requests from several Ministries for relaxation of time upto 6 months for making mandatory signature (either Aadhaar based e-Sign or Digi-sign) on e-files.

4. Therefore, in view the requests of Ministries, it has been decided that NIC may give an extension of time upto 30th June, 2024, before making mandatory the use of signing (either Aadhaar based e-Sign or Digi-sign) with effect from 1st July, 2024. In the interregnum, Ministries/ Departments may encourage use of e-Sign (Aadhaar based) on e-Files.



(V. Srinivas)
Secretary to the Govt. of India
Tel: 01123742133
Email: secy-arpg@nic.in

To

All Secretaries to the Govt. of India

Copy to:

1. DG, NIC
2. Smt. Rachna Srivastava, DDG, NIC
3. Shri Kapil Kumar Sharma, Senior Director (IT), NIC

9.3 OM on Increasing Efficiency in Decision Making

No.30011/12/2015-O&M-Pt.I(6452)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

Sardar Patel Bhavan, Sansad Marg,
New Delhi, Dated: 12.03.2021

Office Memorandum

Subject: - Increasing Efficiency in Decision Making in the Government - regarding

Efficient decision making is fundamental to a responsive and accountable governance. Accelerating the pace and efficiency of decision making is crucial for economic growth and enhancing the ease of living of citizens. The Central Secretariat Manual of Office Procedure (CSMOP) has been a guiding framework for effective functioning of the Central Secretariat offices. The fifteenth edition of the Manual i.e. CSMOP-2019 was brought out with the aim of bringing simplicity, efficiency and transparency in Government processes and procedures.

2. Comprehensive review of levels of disposal, channels of submission and effective use of technology is needed for enhancing efficiency in decision making. Accordingly, the following provisions of CSMOP, relating to minimizing levels of disposal and channels of submission, delegation of powers, effective use of the desk officer system, technology adoption including use of e-Office version 7.0 and strengthening of the Central Registration Unit are being reiterated for time bound compliance:

(A) **Level of disposal and channel of submission**

- (i) Each Ministry/Department shall review the instructions on levels of disposal and channels of submission keeping in view that the number of levels shall not exceed four by delegating powers to lower formations. This review shall be done at least once in three years. (CSMOP-2019, Para 7.6 (i) &(ii) of Chapter 7)
- (ii) The channels of submission shall be decided by the Ministry/Department concerned by taking into account the functionaries and functions of Government of India, as defined in Para 3.1 of Chapter-3 of CSMOP and ensuring that the levels in a channel of submission do not exceed four.
- (iii) The channel of submission of cases other than the classified ones must be made available on the website of the Department. The name, telephone number and e-mail I.D of the officers dealing with various subject should also be made available on the website. (Para 7.6(i) of CSMOP).

- (iv) Origin, destination and movement of files for each category of subject may be decided by the Ministry/Department concerned depending upon the importance of the issues/subjects. File movement for each category of subject should also be clearly charted with clear origin and decision levels. In this regard CSMOP-2019 Para 7.6 of Chapter 7 provides as under:-
- a. Dealing Officer will take action on a case in accordance with the Departmental instructions prescribing the level of final disposal as per the Departmental instructions on channel of submission of files for each category of cases.
 - b. For addressing cross cutting issues, the Secretary of the concerned Ministry/Department should have the flexibility to create inter-disciplinary teams.
 - c. Wherever level jumping in a given channel of submission is done in respect of any category of cases, each such case on its return will pass through all the levels jumped over in that channel and levels so jumped could, in suitable cases, resubmit the cases for reconsideration, if necessary.

(B) Effective Use of Desk Officer System:

Each Ministry/Department shall ensure that the Desk Officer System, as envisaged in Para 3.1 of Chapter 3 of CSMOP 2019 is put to optimum use. For this purpose, Ministry/Department shall identify the work which could be handled in a more effective and efficient manner by Desk Officers.

(C) Technology Adoptions - Optimizing e-Office Platform:

- (i) Technology needs to be progressively leveraged for efficient decision making. Chapter 15 of CSMOP is dedicated to e-Office digitization framework. As an enabler for march towards digital secretariat, e-Office aims to bring more transparency, efficiency and accountability in the Government transactions leading to increased promptness and productivity. Accordingly, e-Office platform should be optimally utilized by Ministries/Departments
- (ii) As Central Secretariat moves towards Digital Secretariat, the reskilling/upskilling of the existing supporting staff, also needs to be addressed suitably.
- (iii) E-office version 7.0 which also has provision for seamless movement of files across Ministries/Departments, is due to be rolled out by NIC in April, 2021. Ministries/Department should migrate to this version upon its roll out.

(D) Strengthening Central Registry Unit (CRU)

Each Department shall ensure that the CRU is made functional with optimum efficiency by meeting the human resources and infrastructure needs for functioning of the Digital Secretariat, as envisaged in Appendix 5.2 of CSMOP-2019.

3. All Ministries/Departments as well as their attached and subordinate offices shall ensure time bound compliance of the above. Action Taken Report in this regard may be furnished to DARPG expeditiously.

Kshatrapi Shivaji
Mar 12, 2021.

(Kshatrapi Shivaji)

Secretary to the Government of India

To
All Secretaries to the Government of India

Annexure- I Data not uploaded

S No.	Ministry/Department
1.	Department of Legal Affairs
2.	Department of Official Language
3.	Department of Public Enterprises
4.	Department of Revenue
5.	Ministry of Minority Affairs

Annexure II- List of Abbreviations

S No.	Abbreviation	Name of Min/Dept
1.	CBDT	Central Board of Direct Taxes (Income Tax)
2.	CBIC	Central Board of Indirect Taxes and Customs
3.	DPIIT	Department for Promotion of Industry and Internal Trade
4.	DARPG	Department of Administrative Reforms and Public Grievances
5.	DARE	Department of Agriculture Research and Education
6.	DAC&FW	Department of Agriculture, Cooperation and Farmers Welfare
7.	DAH	Department of Animal Husbandry, Dairying
8.	DAE	Department of Atomic Energy
9.	DBT	Department of Bio Technology
10.	DCP	Department of Chemicals and Petrochemicals
11.	DoC	Department of Commerce
12.	DoCA	Department of Consumer Affairs
13.	DoD	Department of Defence
14.	DoDP	Department of Defence Production
15.	DRDO	Department of Defence Research and Development
16.	MoDoNER	Ministry of Development of North Eastern Region
17.	DEA	Department of Economic Affairs
18.	DEPwD	Department of Empowerment of Persons with Disabilities
19.	DExW	Department of Ex Servicemen Welfare
20.	DoE	Department of Expenditure
21.	DoF	Department of Fertilizers
22.	DFS	Department of Financial Services
23.	Fisheries	Department of Fisheries
24.	DoFPD	Department of Food and Public Distribution
25.	DH&FW	Department of Health & Family Welfare
26.	DHR	Department of Health Research
27.	DHE	Department of Higher Education
28.	DIPAM	Department of Investment & Public Asset Management
29.	DoJ	Department of Justice

30.	DoLR	Department of Land Resources
31.	DoLA	Department of Legal Affairs
32.	DMA	Department of Military Affairs
33.	DoL	Department of Official Language
34.	DPPW	Department of Pension & Pensioners' Welfare
35.	DoPT	Department of Personnel and Training
36.	DoPh	Department of Pharmaceutical
37.	Posts	Department of Posts
38.	DoPE	Department of Public Enterprises
39.	DoR	Department of Revenue
40.	DoRD	Department of Rural Development
41.	DoSEL	Department of School Education and Literacy
42.	DST	Department of Science and Technology
43.	DSIR	Department of Scientific & Industrial Research
44.	DoSJE	Department of Social Justice and Empowerment
45.	DoS	Department of Space
46.	Sports	Department of Sports
47.	DoT	Department of Telecommunications
48.	DoWR&RD	Department of Water Resources, River Development & Ganga Rejuv
49.	DoYA	Department of Youth Affairs
50.	LD	Legislative Department
51.	AYUSH	Ministry of Ayush
52.	MoCA	Ministry of Civil Aviation
53.	Coal	Ministry of Coal
54.	Cooperation	Ministry of Cooperation
55.	MCA	Ministry of Corporate Affairs
56.	MoC	Ministry of Culture
57.	MoDWS	Ministry of Drinking Water and Sanitation
58.	MoE	Ministry of Education
59.	MoES	Ministry of Earth Sciences
60.	MEITY	Ministry of Electronics & Information Technology
61.	MoEFCC	Ministry of Environment, Forest and Climate Change
62.	MEA	Ministry of External Affairs

63.	MoF	Ministry of Finance
64.	MoFPI	Ministry of Food Processing Industries
65.	MHI	Ministry of Heavy Industry
66.	MoHFW	Ministry of Health and Family Welfare
67.	MHA	Ministry of Home Affairs
68.	MoHUA	Ministry of Housing and Urban Affairs
69.	MIB	Ministry of Information and Broadcasting
70.	MoLE	Ministry of Labour and Employment
71.	MSME	Ministry of Micro Small and Medium Enterprises
72.	MoM	Ministry of Mines
73.	MoMA	Ministry of Minority Affairs
74.	MNRE	Ministry of New and Renewable Energy
75.	MoPR	Ministry of Panchayati Raj
76.	MPA	Ministry of Parliamentary Affairs
77.	MoPNG	Ministry of Petroleum and Natural Gas
78.	MoP	Ministry of Power
79.	MoR	Ministry of Railways (Railway Board)
80.	MoRTH	Ministry of Road Transport and Highways
81.	MoPSW	Ministry of Ports, Shipping & Waterways
82.	MSDE	Ministry of Skill Development and Entrepreneurship
83.	MoSPI	Ministry of Statistics and Programme Implementation
84.	MoS	Ministry of Steel
85.	MoT	Ministry of Textiles
86.	Tourism	Ministry of Tourism
87.	MoTA	Ministry of Tribal Affairs
88.	MoWCD	Ministry of Women and Child Development
89.	MoYAS	Ministry of Youth Affairs and Sports
90.	NITI Aayog	NITI Aayog



सत्यमेव जयते

Department of Administrative Reforms and Public Grievances

Government of India

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