F. No. 7/1/2016-IWSU
Government of India
Ministry of Environment, Forest & Climate Change
(IWS Unit)

Indira Paryavaran Bhawan,
1st Floor, ‘JAL’ Block,
Aliganj, Jor Bagh Road,
the dated 29th July, 2016

OFFICE MEMORANDUM

Subject:- General Instructions for Noting as per CSMOP - Reg.

As noted by Secretary (EF&CC) that on many of the files that are put up to the Secretary(EF&CC) for a decision or for obtaining decision / orders of the Hon’ble MEF, the space left on the note sheet is not sufficient for any suggestion/view.

In this regard, the Central Secretariat Manual of Office Procedure (CSMOP) inter alia lays down the following guidelines for noting.

(i) All long notes should be type written in double space.
(ii) Paragraphs should be numbered.
(iii) Sufficient space should be left for Noting/Signature of next higher officer (not less than 6-inches/half a note sheet).
(iv) Files submitted to Secretary (EF&CC) should invariably have half a page of blank note sheet for signature/comments failing which files will not be accepted by Office of Secretary.
(v) A fresh blank sheet should always be added to the notes.

All the Officers/Officials are therefore, requested to follow the above instruction of CSMOP for better presentation of notes and for functional convenience.

(P.J. Michael)
Deputy Secretary (IWSU)
Intercom No. : 3129

To

1. All Officers/Official, MoEF&CC
2. For IT division for uploading in the website.

Copy for information to :

1. PPS to Secretary (EF&CC) and PPS to DGF&SS
2. PPS to {AS(MMK), AS(AP), AS (RRR), AS&FA, ADG(WL), ADG(FC), Sr. EA}