

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 }