

सां/No. : 5-1(707)/2020-PD

Dated 18.10.2022

प्रेषक / From : संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

विषय/ Sub : Follow up action on directions of Prime Minister given during interaction with Secretaries to the Government – Action Point - Expertise needs to be developed for officers having sectoral roles. Junior level officers in the ministries should come from sector verticals-reg.

महोदया/Madam / महोदय/Sir,

I am directed to forward herewith Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, Office Memorandum No. T-22016/4/2021-IST/IIPA dated 10.06.2022 on the above mentioned subject for your information, guidance and compliance.

2. All CSIR Labs/Instts. are also requested to submit the Action Taken Report (ATR) periodically on quarterly basis to Dr. R.K. Sinha, Head HRDC & Nodal Officer at his email id: head@csirhrdc.res.in or rksinha@csir.res.in.

भवदीय/Yours faithfully,



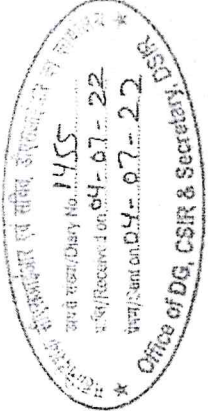
(एम. अरुण मणिकण्ड भारति / M Arun Manikanda Bharathi)

अवर सचिव (नीति प्रभाग)/ Under Secretary (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) सी.एस.आई.आर. वेबसाइट/ CSIR Website
- 2) कार्यालय प्रति/Office copy.



आवृत्ति संख्या / Diary No. 417
वैज्ञानिक 'जी' एवं विभागाध्यक्ष (डी.एस.आई.आर.)
Scientist 'G' and HOD (DSIR)
दिनांक / Date 12/7/2022

F.No. T-22016/4/2021-IST/IIPA
Government of India,
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated: June 10, 2022

OFFICE MEMORANDUM

Subject: Follow up action on the directions of Prime Minister given during interaction with Secretaries to the Government- Action Point - Expertise needs to be developed for officers having sectoral roles. Junior level officers in the ministries should come from sector verticals.

The undersigned is directed to refer to the DoPT's DO letter of even number dated 08.11.2021 (copy enclosed) and subsequent reminder dated February 16, 2022 regarding the above-mentioned subject. In this regard, the request has been made to send the quarterly Action Taken Report to this Division. However, the requisite information has not been received yet.

2. In this connection, it is requested again that the Action Taken Report may be send to this Department at the earliest.

Encl.: As stated

(Biswajit Banerjee)
Under Secretary to the Government of India
Tele.No. 011-26194167

To

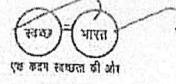
The Secretaries to the Government of India (As per Annexure).

Dine-2022
14-7-2022

JS (DSIR)

प्रदीप कुमार त्रिपाठी
सचिव
P. K. TRIPATHI
Secretary

75
आजादी का
अमृत महोत्सव



भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक लोक शिकायत तथा पेंशन मंत्रालय
Government of India
Department of Personnel & Training
Ministry of Personnel, Public Grievances and Pensions

D.O.F.No T-22016/4/2021-IST/IIPA

8th November, 2021

Dear Secretary,

During the recent interaction of the Hon'ble Prime Minister with Secretaries of various departments, the Action Points which emerged include that "expertise needs to be developed for officers having sectoral roles. Junior level officers in the Ministries should come from sector verticals."

2. In order to have a systematic method of working, each Ministry/ Department needs to develop induction material in respect of various Wings/ Divisions of the Department in which officers are likely to be posted. Each Division should prepare an induction material covering the nature of work in the Division, background of policy on important matters and flagship programmes. While preparing the referencing/ guidance material for the officers, the basic essential requirement is that the sectoral issues, problems and policies which may be relevant while they examine the proposal are duly kept in mind. The material may include Mission and Vision statement of the Government and success stories of the flagship programmes etc. In addition, the newly recruited officers should undergo structured orientation programme in the Ministry which may be organised on quarterly basis covering general administrative and financial guidelines, Mission and Vision of the Department and its main activities. During the initial stages of the posting, the officers can also be sensitized by visiting some of the areas where the programmes are actually implemented to take note of ground realities.

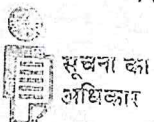
3. I request you to kindly take necessary action accordingly and also appoint nodal officer for the Ministry/ Department who can send us the quarterly Action Taken Report. Ministry/ Department may also include their attached, subordinate, autonomous and CPSEs. For developing the induction material, the Ministry/ Department can make use of their own officers, training institutes and experts in the relevant field. The Action Taken Report may contain the details of new officers/ officials joined, the induction material developed in various sectors, updation of the material and its frequency, and field visits/ exposure undertaken.

With regards,

Yours faithfully

(Signature)
(P.K. Tripathi)

All Secretaries to the Government of India.



**PROFORMA****Action Taken Report**

S.No.	The details of new officers/officials joined	The induction material developed in various sectors	Updation of the material and its frequency	Field visits/exposure undertaken by the concerned Ministry/Department

Signature

Nodal Officer

Name of Ministry/Department