

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद  
Council of Scientific and Industrial Research  
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

No. : 5-1(37)/2008-PD

दिनांक/Dated : 21.05.2026

कार्यालय ज्ञापन / OFFICE MEMORANDUM

**विषय :** लोक प्रशासन में उत्कृष्ट कार्यप्रणालियों का संकलन के संबंध में ।

**Sub :** Compilation of Good Practices in Public Administration.

अधोहस्ताक्षरी को यह कहने का निदेश हुआ है कि सक्षम प्राधिकारी ने मंत्रिमंडल सचिवालय, भारत सरकार द्वारा उपरोक्त विषय पर जारी दिनांक 30 अप्रैल, 2026 के कार्यालय ज्ञापन संख्या 502/2/2/2026-Cab.III को सभी सीएसआईआर प्रयोगशालाओं/संस्थानों/इकाइयों को सूचना, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने की स्वीकृति प्रदान की है।

The undersigned is directed to state that the Competent Authority has accorded approval to forward the Office Memorandum No. 502/2/2/2026-Cab.III dated 30<sup>th</sup> April, 2026 on the above subject issued by Cabinet Secretariat, Government of India, to all CSIR Labs./Instts./Units for information, guidance and compliance.



अमरेन्द्र कुमार / Amrendra Kumar)  
अवर सचिव (नीति प्रभाग) / Under Secretary (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

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

No.502/2/2/2026-Cab.III  
Government of India  
Cabinet Secretariat

Motilal Nehru Marg, New Delhi-110011

30 April 2026

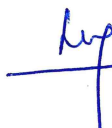
**OFFICE MEMORANDUM**

Subject: Compilation of Good Practices in Public Administration.

Many officers working in the Central Government and the State Governments and belonging to All India, Central and State Services have immense experience in public administration and their experience holds considerable value. It is desirable that good practices or learnings of wider applicability are documented and made available to other officers. This will encourage cross learning and improve governance.

2. It is requested that all Secretaries to the Government of India, Chief Secretaries of the States / Union Territories and the Director Generals of State Administrative Training Institute may encourage government officers working in their jurisdiction to send to the Cabinet Secretariat (through the National Centre for Good Governance in the manner given below), notes on the good practices that are worth emulating / adopting by their peers and others.

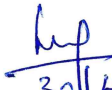
3. These notes may be sent by officers directly to the National Centre for Good Governance (NCGG) at their email ID [goodpractices.ncgg@gov.in](mailto:goodpractices.ncgg@gov.in) by 31<sup>st</sup> May 2026 in the first instance. There is no format for sending the notes. Officers are free to write in their own language (including regional language) in such format as they may choose. However, the notes must be typed and not hand written. The



notes should not be too lengthy (maximum length of seven pages) and should be easily comprehensible to others. They may cover any area of public administration where the officers feel that they have done very good or innovative work. They can be simple procedural improvements or complex systemic reforms.

4. The notes received by NCGG will be examined for their relevance and significance. After this preliminary study, external validation will be undertaken. The notes will then be placed before a Scrutiny Committee of senior officers in the Cabinet Secretariat. Those that are finally selected will be uploaded on the portal of Cabinet Secretariat/NCGG.

5. You are requested to circulate this O.M. widely to officers working within your jurisdiction.

  
30/4/26  
(Namrata Gandhi)  
Deputy Secretary  
Tel No.011-23792018

To

1. All Secretaries to the Government of India
2. Chief Secretaries of the States / UTs
3. Director Generals, State ATIs