

MOST IMMEDIATE
ELECTION MATTER

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
2nd LEVEL, 'A' WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002

F.No.19/06/2019/Lok Sabha Election/GAD/Admn./1030

Dated :- 04/04/2019

प्रमुख अभियंता
आवृत्ति सं. 3879^{To}
दिनांक 9/4/2019
प्रमुख अभियंता
निदेशक (कार्मिक) GA
निदेशक (अनु.)
निदेशक (व्ययी)
उप-सचिव/अधिकारी
सहायक (व्य./कार्मिक/अनु./व्य. अर्थ.)

All Principal Secretaries/Secretaries/HODs/
PSUs/Local Bodies/Grant-in-aid Institutions/
Autonomous Bodies/Societies,
Govt. of NCT of Delhi

Pwp/2019/8016
05/04/2019

Sub: Advisory for departments sending proposals for consideration of the Screening Committee constituted for examining cases requiring clearance from ECI.

In terms of Election Commission of India directions on constitution of a Screening Committee, Services Department has issued an Order dated 12/03/19, where the references requiring clearance from ECI shall be routed through the Screening Committee. The two members of the Screening Committee are Pr. Secretary/Secretary of the department sending the proposal, Secretary (GAD) and the Chief Secretary is the Chairman of the Committee.

A number of proposals are being received in GAD, wherein the guidelines are not being followed. In many cases the proposals are being sent by the Chief Engineer or Nodal Officer or any other officer and not routed through the Principal Secretary/Secretary of the Department concerned. The proposal contains no observations or recommendations of the Secretary of the Department. In many proposals the Secretary merely puts his/her signatures but does not give any specific recommendations or the urgency of the proposal. In some cases, there are clear guidelines of MCC which do not favour the proposal, yet the proposals are being forwarded for consideration of the Screening Committee, which unnecessarily adds to the work load when the Members are already constrained to attend to other urgent proposals.

In view of the aforesaid, it is being conveyed that henceforth, only those proposals which adhere to the following guidelines, shall be considered by the Screening Committee:-

1. Proposals must be routed through the Principal Secretary/Secretary of the department.
2. Proposal should have clear recommendation of the Secretary of the department.
3. The urgency factor in the proposal must be clearly mentioned.
4. In case the Secretary of the department considers that the ECI has clearly laid down that the proposal cannot be considered during the period of MCC, such proposals should not be forwarded to the Screening Committee.
5. No proposal, which does not conform to the above shall be considered by the Screening Committee.

This issues with the approval of the competent authority.

Yours faithfully,

SS (PWD)
SS (Works)
ENC

GA
27/4/19

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Pradhana Mitra
Secretary (GAD)/
Nodal Officer (Elections), GAD
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