



लोक कार्यक्रम और ग्रामीण प्रौद्योगिकी विकास परिषद्
(ग्रामीण विकास मंत्रालय, भारत सरकार के तत्वावधान में)
भारत पर्यावास केन्द्र, जोन - 5 ए (कोर-सी), द्वितीय तल
लोदी रोड, नई दिल्ली-110 003.

**Council for Advancement of People's Action
and Rural Technology**

(Under the aegis of Ministry of Rural Development, Govt. of India)
India Habitat Centre, Zone-5A (Core-C), 2nd Floor
Lodhi Road, New Delhi-110 003.

No.100-4(6)/2009-CD

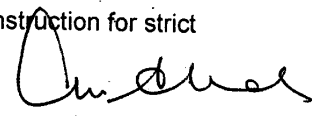
Date: 18.5.2010

Circular 8/2010

The system of disposal of VIP references has been reviewed and the following decision have been taken for speedy disposal of VIP references in future:-

1. RO (CD) has been identified as Nodal Officer who would be responsible of VIP references.
2. PPS to DG will mark copies of all VIP references received in the DG's office to the nodal officer after taking approval from DG.
3. Within a day of the receipt, the nodal officer will arrange to get the references circulated to the concerned Division that is supposed to process a reply to the reference.
4. The processing division will put the proposal at the earliest to the competent authority.
5. After decision of the competent authority, the processing division will keep the nodal officer informed of the decision taken on the VIP references.
6. The processing division will send a report to the nodal officer in CD every week so that a consolidated report can be put up to the competent authority on every Friday of the month.
7. DG has ordered that all the VIP references which are pending above 3 months may be sorted out by the end of May 2010

All the HoDs and RR & MCs are requested to note the above instruction for strict compliance.


(Arun Shah)
Dy. Director(CD)

All RR & MCs

All HoDs

Copy to :-

- i) PPS to DG
- ii) ES to DDG(C)
- iii) ES to DDG (A)
- iv) SES to CVO