



CENTRAL POLLUTION CONTROL BOARD,
PARIVESH BHAWAN
DELHI-110 032

No. C-22017/4/2009/Admn.(P)

Dated the 16th May, 2016

CIRCULAR

The extant Central Secretariat Manual of Office Procedure provides for preparation and circulation of record of discussions/Minutes immediately after the meeting is held. However, in some cases, it has been observed that the record of discussions/Minutes of meetings are being prepared and circulated after considerable lapse of time leading to avoidable delay in the implementation of decisions. Also the record of discussions are much better captured if these are prepared immediately after the meeting when the deliberations are fresh in the memory.

Correct and quick recording of decisions is an important step towards good governance and implementation of government programs in a timely manner. Therefore, it would be healthy practice for the officials that minutes should be prepared immediately after meeting is over and submit the same for approval of the Competent Authority within 24 hours and finalized minutes should reach all concerned within 7 days of the date of the meeting.

All the Divisional Heads/Incharge Zonal Offices are requested to adhere the instructions for strict compliance and necessary action.

This issues with the approval of Competent Authority, CPCB.

(R.D. Pandey)

Administrative Officer(P)

To

- 1) All Incharges HO/ZO, CPCB
- 2) Incharge IT Division : Kindly upload the Circular on CPCB Intraportal.
- 3) All Notice Boards
- 4) PS to MS
- 5) AO's Master file