



Central Pollution Control Board
(Ministry of Environment, Forest & Climate Change, Govt. of India)
Parivesh Bhawan, East Arjun Nagar,
Delhi – 110032.

F.No.: C-22011/Misc./2014/ Admn.(P)/ 1311

the 28th January, 2021

CIRCULAR

It has been noticed that some officers are using Red Ink while putting up the note sheet to Competent Authority, which is in violation of Office Memorandum of even number dated 17.10.2014 issued by Ministry of Personnel, Public Grievances & Pensioners, New Delhi (copy attached).

02. Therefore, it is requested to all category of staff and officers to use only Black or Blue ink while putting up note sheet as prescribed in the aforesaid OM. Further, only officers of Joint Secretary to Government of India and above may use Green or Red ink in rare cases.

03. This issues with the approval of the Competent Authority, CPCB.

(Sunil Kumar Anand)
Administrative Officer (P)

Distribution:

1. All Divisional Heads
2. All RDs
3. D.H. I.T. Division : with a request to upload it on the CPCB website.
4. Notice Boards
5. Office Order File

No.46012/1/2006-O&M. Vol.
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

5th Floor, Sardar Patel Bhawan
Parliament Street, Dated October 17, 2014

OFFICE MEMORANDUM

Subject:- Amendment of the 13th Edition of the Central Secretariat Manual of Office Procedure.

The undersigned is directed to refer to this Department's D.O. letter of even dated 16th February, 2012 (copy enclosed) forwarding therewith copies of the 13th Edition of the Central Secretariat Manual of Office Procedure (CSMOP) & a subsequent O.M. even number dated 1.1.2013 (copy enclosed) carrying out certain amendments and to now convey the following two additional amendments to the 13th Edition of the CSMOP:-

Guidelines for noting

Existing 32(9)

"Notes and orders will normally be recorded on note sheets in the notes portion of the file and will be serially numbered. Black or Blue ink will be used by all category of staff and officers. Only officers of the level of Joint Secretary to Government of India and above may use green or red ink in rare cases"

Revised 32(9)

"Notes and orders will normally be recorded on note sheets in the notes portion of the file and will be serially numbered. All category of officers will use either blue or black ink in signing notes and drafts"

Deletion

- (i) Paragraph No.50 (5) indicating telegram as a means of communication.
- (ii) Appendix 10 relating to Indian Telegraph Rules.
2. The above two amendments may be brought to the notice of all concerned in their Ministries/Departments and for adoption positively by 01.11.2014
3. This issues with the approval of the competent authority.


(Anurag Srivastava)
Deputy Secretary (O&M)

To the Secretaries of All Ministries/Departments of the Government of India
(As per list attached)