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NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
SRI AUROBINDO MARG, NEW DELHI-110016
(ESTABLISHMENT COORDINATION SECTION)

Dated: 02.09.2022

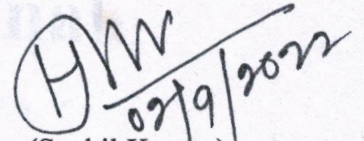
Subject: Instructions for the disposal of files in a time bound manner.

It has been observed, a few Officers/officials do not adhere to the timeline specified in the Citizen Charter which was notified vide Council note No.3-3/2019-EC dated 17.03.2020 in accordance with the guidelines issued by DARPG and is also available at the Council's website at www.ncert.nic.in.

Further, it is also noticed that the routine and other policy related files remain unattended by the officials/Officers for a period longer than the time stipulated in the Citizen Charter and for such type of lapses caused by not disposing off the matter by the Concerned Officers, the Competent Authority has taken a very serious view of it.

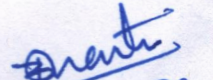
As a general rule, no Official/Officers shall keep a case pending with him/her for more than seven (07) working days unless higher limits have been prescribed in the Citizen Charter of the Council. In order of timely and prompt disposal of **all files**, all the Officers/officials of the Council are hereby instructed that they must strictly adhere to the timelines specified in the Citizen Charter of the Council and all the routine files should be cleared from their desk within **three (03) working days**. In case of a case remaining with an official for more than the stipulated time-limit, an explanation for keeping it shall be recorded in the note portion by him/her. If the reason is unjustified then for the proven delay the necessary deemed fit action will be initiated against the official/officer concerned as per rules.

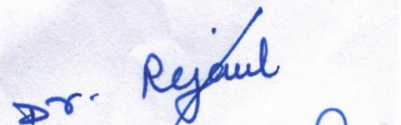
This issues with the approval of the Director, NCERT.

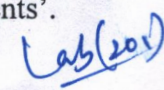

(Sushil Kumar)
Under Secretary

Copy to:

1. Joint Director, CIET.
2. Dean (A)/ Dean (C)/ Dean (R), NCERT.
3. Heads of the Departments/Units/Cells of NIE.
4. All Deputy/Under Secretaries including CIET/VSO, NCERT.
5. Administrative Officer, Publication Department, NCERT.
6. All Branch officers/ Sections in the Council Hqrs.
7. P.S. to Director, NCERT.
8. P.S. to Joint Director, NCERT.
9. P.S. to Secretary, NCERT.
10. Notice Boards.
11. Head, DICT for uploading the Citizen Charter (Copy enclosed) at the main homepage of the Council website under the heading 'Important Documents'.


4/9/2022


M. upload. 5/9/22


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