

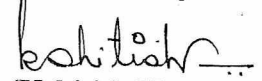
No.A-45011/5/2015-Ad.I  
Government of India  
Ministry of Corporate Affairs

5th Floor, 'A' Wing,  
Shastri Bhawan, New Delhi.  
Dated: 11<sup>th</sup> March, 2015

**OFFICE MEMORANDUM**

The Committee of Senior Officers set up by the Ministry to suggest measures to attain the aim of "Minimum Government, Maximum Governance" has *inter-alia*, suggested that Level Jumping in submission of files to Officers may be allowed, however, keeping in view the specific functional requirements of the Sections concerned. In this connection reference is invited to item no. 28 of Chapter- VI of the Swamy's Manual on Office Procedure, containing guidelines on Office Procedure as prescribed by of the Department of AR & PG. The said stipulations permit direct submissions of cases by Senior Assistants to Branch Officers with the conditions prescribed therein.

2. It is proposed to issue similar consolidated guidelines on the above mentioned subject for the Ministry as a whole. All Divisional Heads are accordingly, requested to furnish inputs in this regard by 18<sup>th</sup> March, 2015 so that consolidated guidelines are issued by the Administration by 24<sup>th</sup> March, 2015, the timeline stipulated for issuance of the subject guidelines.

  
(Kshitish Kumar)

Under Secretary to the Govt. of India

To

1. All Deputy Secretaries/ Directors

**Copy, for information, to:-**

1. PSO to Secretary, MCA
2. PPS/ PS to JS (M)/JS (B)/JS (SP)/JS (AM)/ EA/ Advisor (Cost)/ DIIs
3. E-Governance Cell – with the request to place the order on the website of the Ministry under 'Employee Corner'
4. Guard File