

File No. H-13011/39/2019-Estt.
Government of India
Ministry of Culture

Shastri Bhawan, New Delhi
Dated the 24th March, 2022

CIRCULAR


Subject:- "Increasing Efficiency in Decision Making" -3rd Party Evaluation through Quality Council of India teams on 11.03.2022-regarding.

The undersigned is directed to refer to this Division's O.M. of even number dated 03.03.2022 on the subject mentioned above and to say that as per the instructions issued by Department of Administrative Reforms & Public Grievances(DARPG) on the subject matter, a team of Quality Council of India(QCI) is visiting this Ministry on 11.03.2022 for 3rd Party evaluation. For the same the information on the following points are required from the Section/Division mentioned against the item of information below for apprising the same to QCI team.

Sl. No.	Information required	Information may be obtained from the Section/Division
1.	No. of count of e-files (Number of e-files created (Year wise since FY 2019-20 and 2020-21 and monthly for FY 2021- 2022, as on 28th February 2022).	NIC Team/AR&IT
2.	Orders/ Circulars related to the Initiatives in the Ministry/Department.	Establishment
3.	Division-wise list of Desk Officers with their work allocation.	Establishment
4.	Orders/Circulars of any Training Exercise concerning the Initiatives	Establishment
5.	Total number of digital and physical receipts handled by the department/ministry (Year wise since FY 2019-20 and 2020-21 and monthly for FY 2021- 2022, as on 28th February 2022)	NIC Team/AR&IT
6.	Total number of VPNs issued (Year wise since FY 2019-20 and 2020-21 and monthly for FY 2021- 2022, as on 28th February 2022)	NIC
7.	Any analysis or study document prepared before implementing the Initiatives	All Section/Division
8.	Any impact analysis done by the Ministry/Department after implementation of the	Not done till date. However, all Sections/ Division

	Initiatives	have been requested to provide inputs in the matter vide O.M. dated 03.03.2022
9.	Data on file disposal from e-office for before and after implementation of Initiatives, if available	AR&IT/NIC and all Sections
10.	Documents of any portal to aid the reforms for improving efficiency in decision-making	All Sections/Divisions
11.	Number of Digital Signatures issued, as of 28th February 2022.	GA Section
12.	Number of physical files of non-classified nature handled between FY 2019-20, FY 2020-21 and FY 2021-22 until 28th February 2022	AR&IT/NIC and all Sections
13.	No. of scanners available at the CRU	GA Section
14.	Number of scanners, desktop/laptops, printers, and webcams within the department/ministry	GA Section
15.	Any other document/report for impact analysis or general process of the initiatives they would want to share with us	All Sections/Divisions

2. All the concerned Sections/Divisions are therefore requested to provide the information to this Section latest by 08.03.2022, positively.


 (Manish Kumar Chourasiya)
 Under Secretary to the Govt. of India
 Tel. No. 011-2338 2312

Copy to:-

1. All the Sections/Divisions
2. DS(Admn.)
3. E-Office Notice Board.