



No.41011/01/2015-Genl..
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi
Dated: 24.06.2015

CIRCULAR

It has been observed that representative of implementing agencies like Voluntary Organizations etc. have been visiting Officers/officials of the Ministry for personal delivery of proposals/deficient documents etc. In order to minimize visit of representative of various organizations interacting with this Ministry for submission of documentations/ clarification etc., and to avoid their unsolicited visits to officers/officials of the Ministry, it has been decided to keep a drop box in Shastri Bhawan for putting dak/papers etc. The drop box has been kept at Reception Counter, Shastri Bhawan.

2. All the Officers/officials are advised that they should not allow/permit representatives of different organizations to deliver the dak in person and apprise them of the mechanism when contacted. Any violation of the instructions will be viewed seriously.


(Reema Sharma)

Under Secretary to the Govt. of India
Tel: 23387187

- (i) All Divisional Heads for information and further necessary action.
- (ii) CR Section (Sh. Nathu Singh, LDC) with the direction to collect dak every day between 2.30 P.M. to 3.00 P.M. from the Dak Box kept at Reception Counter of Shastri Bhawan and distribute it to concerned Divisions/Sections.
- (iii) Reception Officer, Shastri Bhawan, New Delhi.

Copy for information to: PS to Secretary/PPS to JS(A)/PPs to JS(MKP)/PS to JS&FA