

Office Memorandum

Sub:- Handling of individual representations received in PSEB directly from applicants - instructions -reg

MHA through O.M. No. I-34020/4/2021-Coord-I dated 17 February 2021 has forwarded the instructions on the above cited subject for compliance.

2. In order to sensitize and adhere to the mechanism drawn for handling / submitting representations, the undersigned is directed to convey following instructions-
 - i. Representation from individuals should be submitted through the authority competent to forward the application of the concerned individual as prescribed in the job description.
 - ii. That competent authority should verify the facts cited in the representation and give his/her comments/ observations while forwarding the representations.
3. These instructions are brought into the notice of all concerned for strict compliance and adherence in future.
4. This has approval of Competent authority.


15/04/2021

(Hemant Kumar)

Dy. Director (Admn.)

Copy to :-

1. PPS to Director/PS to Addl. Director (HQ)/ PS to Addl. Director (Ops)
2. All Joint Directors/ Dy. Directors.
3. All Officers/ Officials of Sections at HQ including CPRTI & POLNET Hub /ISPW Stations through concerned Section Heads / ISPW Stations I/C.
4. AD(IT) : for upload on DCPW website.
5. File.