

OFFICE ORDER

The Ministry had set up a Committee of Senior Officers to suggest measures to attain the aim of "Minimum Government, Maximum Governance". The Committee has, *inter-alia*, suggested that time limits for disposal of receipts/ files at Section Level and that at Officer's level may be fixed. Based on the suggestions of the Committee, the following time limits for disposal of receipts/ files at Section/ Officer's Levels are prescribed for strict compliance with immediate effect:

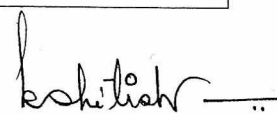
Section Level

SL. No	Description	Time Limit
1	Forwarding of receipts/ applications to outside offices	5 working days
2.	Receipts requiring technical/ legal processing in Section	15 working days
3.	Time bound/ priority/ receipts	As per the priority indicated

Officer's Level

S.No.	Nature of Receipt/ File	Time Limit
1.	Routine	Next working day
2.	Policy related	5 working days
3.	Technical scrutiny	7 working days
4.	Time Bound	As per the priority indicated

2. This issues with the approval of the Competent Authority.


(Kshitish Kumar)

Under Secretary to the Govt. of India

To

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