

F.No Z.18015/12/2016-Admin-I
Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
(Administration-I Section)

Nirman Bhawan, New Delhi
Dated 20th September, 2022

CIRCULAR

Subject: Disposal of VIP reference cases-reg.

The subject matter of quick and time-bound disposal of the VIP references has been under consideration of the MoHFW/Dte GHS. The need for quick disposal has been emphasized in SOMs chaired by Hon'ble HFW wherein he has directed that all VIP references must be replied to in Weeks' time, and in no case more than two weeks.

2. The steps required to meet target set inter alia include immediate handling of the VIP reference on REAL TIME BASIS as well as putting up an IDENTIFICATION mark to bring to the notice of the superior authority when processing it on e-file.

3. In the e-office module, there is an option of red flagging the file by selecting 'most immediate' option at the time of creating/sending the file. All the Officer/Officials/Section/Cell in the Dte.GHS are hereby directed to MANDATORILY '**red flag**' the files related to VIP reference for easy and early identification by the senior officers. All officials to make sure that such red flagged files are cleared on immediate basis.

4. This issues with approval of Competent Authority.



(Arindam Banerjee)
Dy. Director (Admin.)

To,

1. All the Officers/Officials, Dte.GHS

Copy to,

1. PSO to DGHS
2. PS to JS(HS)
3. PA to Director(HQ)
4. DD(GA) for uploading the OM on website
5. Office Order register