

F.No. 81/73/2013-NCM

Government of India
National Commission for Minorities

5th Floor, Lok Nayak Bhawan
Khan Market, New Delhi - 110003

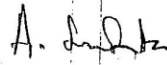
Dated : 21.05.2014

Office Order

As per procedure, each Member is allocated a particular community and he/she looks after the issues pertaining to that community. However, the work is divided among Members State-wise and all the matters pertaining to those States are dealt by the concerned Member. Sometimes, there is a confusion when a Member wants to deal with an issue of his community which doesn't relate to his/her allocated State. Accordingly, it has been decided that the following procedure may be followed regarding movement of files between Members:-

1. When a Member desires to see a file relating to the community allotted to him but belonging to a State allotted to some other Member, the Member shall send a note to the Secretary requesting for the file and Secretary shall make the records/file available through Member Incharge of the State.
2. The Member Incharge of the community can record his views on the file and transfer it to the Member Incharge of the concerned State.
3. In case of difference of opinion between Member Incharge of the State and Member Incharge of the Community, file shall be referred to the Chairman and Chairman's view in the matter shall prevail.
4. Depending upon the seriousness and sensitivity of the case involved, Chairman may place the matter before the Commission.

This issues with the approval of the Chairman.


(A. Sengupta)
Under Secretary

To :

- (i) Member (AS)
- (ii) Member (TNS)
- (iii) Member (FAK)
- (iv) Member (MR)
- (v) Member (PD)
- (vi) Member (DEM)

Copy to :

- (i) P.S. to Chairman
- (ii) P.P.S. to Secretary