

MANAGEMENT SERVICES DIVISION

STC/MSD/CP/01076/2018

17.09.2018

CIRCULAR

1. Instructions were issued by MSD vide its circular dated 03.07.2014 and 03.01.2017 that all communication to the Department of Commerce (DOC) be sent only after approval of the concerned Director and CMD and the communication should invariably indicate that the same is being sent with the approval of CMD. However, DOC has informed that communications are being received by them without approval of the Competent Authority. It is therefore, reiterated that following instructions be followed for all communication to be sent to DOC:
 - i. All correspondence including reports, comments, statement, Parliament Question, information, etc. should be signed by the CMD or it should be clearly mentioned in the letter that **'this issues with the approval of CMD'**.
 - ii. Any sensitive or important correspondence to DOC should be sent under the signature of an appropriate level but not below the rank of General Manager/Company Secretary after obtaining due approval as stated in para 1(i) above..
 - iii. The context, background and proposal must be clearly indicated. It should be backed by relevant citation of rule, etc.
 - iv. Copies of the note sheets/correspondence which has no relevance with the subject matter should not be sent to DOC.
2. The above instructions are for strict compliance by all concerned.
3. This issues with the approval of the Competent Authority.


(S.P. Lakpa)
CGM

To : All Divisional Heads/GMs/CGMs

All Branch Managers

STC Website

CC: All Directors

CMD

CVO

} For kind information