

135

Government of Orissa  
General Administration Department.

No. SC/3-12/94. 5175 / Gen., Bhubaneswar, Dt. 20.3.95

From: Pritiman Sarkar  
Special Secretary to Government.

To All Secretaries to Government /  
All Heads of Departments /  
All Collectors.

Sub: Delay in disposal of Departmental Proceedings.

Sir,  
I am directed to say that, it has come to the notice of Government that adequate attention is not being paid by the concerned authorities for expeditious disposal of Departmental Proceedings started against Government Servants. Sometime due to such delay, the Government servants under suspension, remain as such for a considerably long time and thereby undergo considerable difficulties and heavy loss is also caused to Government for paying them Subsistence Allowance. Suitable instructions were issued to all Departments of Government in the erstwhile P. & S. Department Memo No. 3559(76)-Gen. dated 15.3.1953 for expeditious disposal of Departmental Proceedings. It was indicated therein that monthly review would be made of all undisposed cases and a form was prescribed for the purpose. It appears no follow up action has been taken on the instructions issued in the said memo. It now appears that such Departmental proceedings are pending at various levels and are not attended to so that they are mounting up every month.

2. The matter has been carefully examined by Government who feel that the existing machinery of administration should keep an effective check on the progress of disposal of Departmental

(P.T.O.)

106

133

134

--: 2 :--

proceedings. All Departmental proceedings pending for more than 2 months should therefore be reviewed every month. The object of such review is not only to keep an effective check on the progress of the Departmental proceedings, but to issue correctives to subordinate authorities wherever irregularities are detected as well

3. An Office Memorandum prescribing time limit for each stage of the Departmental Proceedings for expeditious disposal of **the Departmental Proceedings is under issue. The time limit** prescribed in the said Office Memorandum should be metioulously followed so that the delinquent officers are not put to unnecessary harassment.

4. You are requested to communicate these instructions to offices subordinate to you and to acknowledge the receipt of this letter.

Yours faithfully,

*R. G. K. A.*

Special Secretary to Government.

Memo No. 5176 /Gen., Dated: 20-3-95

Copy forwarded to all branches of G.A. Department for information and guidance.

*W. J. M. / 14*

C.S.D. to Chief Secretary & Ex-Officio Joint Secretary to Government.

\*\*\*\*