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Government of Orissa
General Administration Department.

No. SC/6.109/95. 26422 /Gen., dated the 29 Nov. 95.

From: Shri R.K. Bhujabal, I.A.S.,
Chief Secretary to Govt.
Orissa : Bhubaneswar .

To
The Principal Secretaries/
Secretaries to Government of
All Departments.

Sub: Reference to G.A. Department on matters
relating to Service Conditions.

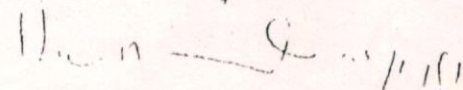
S I r,

I am to say that a number of files are being referred to by the various Departments in which the clarifications on very simple matters are being sought in respect of the application of different provisions of the rules, regulations and circulars which have been framed/ Issued by G.A. Department . On examination of all such references, it is noticed that in most of the cases the Administrative Department could have easily taken a decision without referring the matter to G.A. Department since the Rules/Instructions are themselves very clear .

2. It is, therefore, advised that the Administrative Departments should not make such references and try to settle the issues at their level, unless there is a genuine doubt and a need for clarification.

3. In view of the above, it is requested that you should analyse each case carefully in your Department . Only such cases, where the reference is really necessary, may be referred to G.A. Department for their views . All such references should clearly mention the history of the case, the issues involved and reasons for entertaining the doubts . The references should be sent to General Administration Department with the approval of the Secretary of the Deptt.

Yours faithfully,


Chief Secretary to Government.