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Government of Orissa
Political & Services Department.

Memo No...14349(24)...../Gen. M
OM/5-54/60

Bhubaneswar, the 15.12.60.

To: All Departments of Government.

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Government Notice that Secretariat Officers are spending considerable time on tours in spite of instructions issued in Political and Services Department Memo No.1248(17)Gen., dated 28.1.58(copy enclosed). Long and frequent absence of ~~Secretariat~~ Secretaries is adversely affecting the work of the Secretariat. Secretaries are often found absent when their advice is needed by Government.

While re-affirming their intention to discharge such tendency on the part of the Secretariat Officers, Government have further been pleased to decide that no Secretariat Officer should go on tour without the previous permission of his immediate superior. In the case of Secretaries, Additional Secretaries, and Joint Secretaries, previous permission of the Minister concerned should be obtained. Heads of Department with Secretariat status should undertake tours with the previous permission of the Secretary or the Minister as the case may be. Secretariat Officers are required to get their tour programme approved by the Minister concerned before they go out to attend All-India Conferences and discussions with Government of India. All such tour programmes should be carefully drawn up and proper arrangement should be made for the work to go on in the absence of the officers concerned. Officers should be sent for such conferences and discussions with reference to the level of discussions and importance thereof. Government have been further pleased to decide that in the event of a Secretariat Officer going on tour outside the State for more than five days at a time, the Secretary of the Department concerned should put up the case to the Chief Secretary before obtaining Government orders.

From:

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To

Government trust that Secretariat Officers would reduce their touring to the minimum possible and make themselves available at the headquarters whenever required.

It will be the responsibility of the Secretary to see that the above instructions are strictly observed.

Sir,

Sd. B.R. Patel

Joint Secretary to Government.

Memo No. 511 (9) /Gen., dated. 16/1/74

Copy with a copy of the enclosure forwarded to Admr., Branch/G.H. Section/P.F.E., Section/Tribunal Branch/R.V.D., Branch/Vigilance Branch/A.I.S., Group/S.C. Group/ Establishment Guard File. for information and guidance.

Superintendent,
Political & Services Department.

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