

GOVERNMENT OF ORISSA
POLITICAL AND SERVICES DEPARTMENT.

11/32 (115)

134 17.16
No- 936/82

10/8/73

Memo No. Gen.,

Bhubaneswar, the 8th August, 1973

To

All Departments of Government
All Heads of Departments
All District Magistrates.

Sub:- Prompt disposal of petitions, letters, representations, memorials etc. submitted to the Governor of Orissa.

Ref:- This department memo No. 4017(115) Gen., dated 15.3.73.

The undersigned is directed to refer to this Department memo No. 4017(115) Gen., dated 15.3.73 inviting attention to the Book Circular No. 25 on the expeditious disposal of memorials and representations to Government. In spite of these instructions it has come to the notice of Governor that there is a great deal of avoidable delay at every level in the disposal of representations and memorials. In view of this I am directed to request you to ensure that memorials and representations are finally disposed of within a period of 3 months from the date of receipt of the same.

All Departments of Government, Heads of Departments and Collectors are requested to furnish information in the following proforma directly to the Secretary to Governor within 15 days of the issue of the Circular for information of the Governor. Officers other than Heads of Departments and Collectors who are competent to dispose of representations according to the prescribed procedures and rules may submit the information to the Secretary to the Governor through their respective Heads of Departments. The Departments of Government may also ensure that representations now pending with them

and disposed of within a period of 3 months.

Receipt of this letter may please be acknowledged.

PROFORMA

Sl. No.	Name of the Deptt. of Govt. Heads of Deptt. Collectorate & Sub-ordinate office.	Total no. of representations pending.	Calendar year-wise break up (with reference to Serial-3)	Total no. of memorials pending.	Calendar yearwise break up (with reference to Serial-5)
1	2	3	4	5	6

JOINT SECRETARY TO GOVERNMENT

Memo No. **11433** Gen., Dated 8th August, 1973

Copy forwarded to the Secretary to the Governor for information and necessary action.

Memo No. **11434** Gen., Joint Secretary to Government. Dated 8th August, 1973

Copy forwarded to all Branches of P & S. Department for information and necessary action.

Assistant Secretary to Govt.