

Government of Orissa
Political & Services Department.

Memo No. 41.01.../Gen
OM/2-6/81.

Bhubaneswar... 4.4.61

To All Departments of Government.

Sub: Delegation of powers to the Head Assistants.

The undersigned is directed to say that for sometime past measures to cut down delay in disposal of business in Secretariat Departments have been under consideration of Government. It has been suggested that a considerable proportion of delay can be eliminated if the Head Assistants in Secretariat Departments are authorised to dispose of certain unimportant routine matters. This matter was discussed in the last O & M Officers meeting held on 17.9.60, the proceedings of which have been circulated to all Departments of Government in this Department memo No. 11452(58)/Gen dated 13.10.60. After careful consideration Government have been pleased to decide that Head Assistants of Secretariat Departments should be delegated powers upto the extent indicated below:

In Rule V-46(iv)(e) of the revised Secretariat Instructions (extract enclosed for ready reference) it has been provided that Registrars and Personal Assistants may issue routine reminders to all except Government of India, the High Court and the Heads of Departments including Commissioners of Divisions. Now that the functions of Registrars in some respect are performed practically by the Head Assistants, it has been decided to authorise the Head Assistant to issue routine reminders. Reference to Registrars and Personal Assistants in this rule may be deemed to include reference to Head Assistants also. In other

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words in purely routine and unimportant matters, the Head Assistants, may be authorised to issue reminders by designation to all subject to restriction provided in Rule V (46) (iv) (e) for the Registrars and Personal Assistants. If despite issue of repeated reminders by the Registrars, Personal Assistants and Head Assistants, it is found a particular case has got unduly delayed for want of response from the addressee, the attention of higher officers of the departments should be invited. Official and if necessary demi-official reminders should then issue over the signature of higher officers.

3. In the case of calling for reports from Heads of Departments and Sub-ordinate Offices, at the same stage the officers should give necessary direction on the receipts which should thereafter be forwarded to proper quarters over the signature of Head Assistants in-stead of going to Officers again.

V. Ramarethan
 Chief Secretary to Government.

JLP/ Extract taken from the New Secretariat Instructions of Rule V-46(iv)(e)

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 (e) Reminders addressed to the Government of India and to the High Court should issue only under the orders of and in the name of an officer not below the rank of a Joint Secretary to Government. Registrars and Personal Assistants may issue routine reminders to all, except the Government of India, the High Court and the heads of departments including the Commissioners of Divisions.

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