

**Government of Odisha**  
**General Administration & Public Grievance Department**

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No. 31093 /Gen. Bhubaneswar, dtd. 02.11.2019  
GAD-COOD-CORDS-0003/2018

From

Sri Srikanta Kumar Mishra,  
Deputy Secretary to Government

To

The FA-Cum-Special Secretary to Government  
Budget & Finance Section

The Additional Secretary to Government  
Services – II

The Joint Secretary to Government  
Special Establishment

The Under Secretary to Government  
OE-I/OE- II/CA-III/ FE/Service Condition

Sub: Minutes of the meeting of all Secretaries/ Special Secretaries held on 22.10.2019.

Sir/Madam,

In inviting a reference on the subject cited above, I am directed to enclose herewith a copy of the minutes of the meeting of all Secretaries/ Special Secretaries held on 22.10.2019 received from the P&C Department vide their letter No.12607 (50)/P, Dated 30.10.2019 and request that necessary Compliance as per minutes may please be furnished to the Co-ordination Branch latest by **07.11.2019** for placing the same in the next meeting.

Yours faithfully,

*[Signature]*  
02/11/2019

**Deputy Secretary to Government**

Encl: As above

**Memo No. 31094 /Gen., Dtd. 02.11.2019**

Copy with copy of the enclosures forwarded to Budget & Finance/ OE-I/OE- II/CA-III/FE/Service Condition/Special Establishment and Services – II Sections, G.A. & P.G. Department for information and immediate necessary action.

*[Signature]*  
02/11/2019

**Deputy Secretary to Government**

30/5/11

GOVERNMENT OF ODISHA  
PLANNING & CONVERGENCE DEPARTMENT

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Letter No. 12607 (30) /P Bhubaneswar, dated the 30<sup>th</sup> October, 2019.  
PC-COODI-COODI-0001-2018

From

Shri G. Satpathy, IAS  
Special Secretary to Government.

To

APC-cum-Additional Chief Secretary to Government  
All Additional Chief Secretaries to Government  
All Principal Secretaries to Government  
All Commissioner-cum-Secretaries to Government  
All Secretaries to Government  
All Special Secretaries to Government  
Special Relief Commissioner, Odisha, Bhubaneswar.

Sub: Minutes of the meeting of all Secretaries and Special Secretaries held on 22.10.2019.

Madam / Sir,

I am directed to send herewith the minutes the meeting of all Secretaries and Special Secretaries held on 22.10.2019 at 10:30 AM in the 2<sup>nd</sup> Floor Conference Hall of Lokseva Bhawan for kind information and necessary follow up action.

Yours faithfully,

Encl: As above

Memo No. 12608 (6) /P.

Copy with copy of Minutes of the meeting held on 22.10.2019 forwarded to the Private Secretary to Chief Minister/ OSD to Chief Secretary/ Sr. Private Secretary to DC-cum-Additional Chief Secretary/ Private Secretaries to Special Secretaries, P & C Department for kind information of Hon'ble Chief Minister/ Chief Secretary/ Development Commissioner-cum-Additional Chief Secretary/ Special Secretary, P & C Department.

Special Secretary to Government

Date: 30-10-19

Memo No. 12609 (30) /P.

Copy with copy of Minutes of the meeting held on 22.10.2019 forwarded to All Joint Secretaries / All Joint Directors / All Deputy Secretaries / All Deputy Directors / All Under Secretaries / All Assistant Directors of Planning & Convergence Department for information and necessary action.

Deputy Director

Date: 30-10-19

Memo No. 12610 /P.

Copy with copy of Minutes of the meeting held on 22.10.2019 forwarded to Joint Secretary (Dr. S.P. Rath), Finance Department for information and necessary action.

Deputy Director

Date: 30-10-19

Deputy Director

Minutes of the meeting of all Secretaries/ Special Secretaries, held on 22.10.2019  
at 10.30 A.M. in the 2<sup>nd</sup> Floor Conference Hall of Lok Seva Bhawan

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The meeting was chaired by Shri A.K. Tripathy, IAS, Chief Secretary. List of participants is given at *Annexure-I*.

The discussions held and decisions taken in the meeting are as under.

2. **Fiscal performance of the State during 2018-19**

1. A presentation was made by Principal Secretary, Finance Department on fiscal performance of the State during 2019-20 till end of September, 2019 based on Treasury figures. A copy of the presentation is at *Annexure-II*.
2. Total expenditure (other than debt servicing) as percentage of Budget provision is 35% till September, 2019 compared to 38% during previous year. Total Programme expenditure during the period is 26.91% of Budget provision compared to 39.60% previous year. There is a decline in Programme expenditure by 21.38%. The expenditure has declined mainly due to Model Code of Conduct for initial 2-3 months of the financial year for the General Election.
3. The Programme Expenditure in Agriculture & allied sector up to September, 2019 is 27.66% of Budget Estimates compared to 33.99% previous year, an increase by about 3.21% over previous year. Programme expenditure in the infrastructure sector up to September, 2019 is 30.97% of Budget Estimates compared to 42.71% previous year. Similarly, Social sector Programme expenditure up to September, 2019 has been 26.20% of BE as compared to previous year expenditure of 42.31%.
4. As the crucial working season has been lost for model code of conduct, there is need to gear up expenditure to catch up through expedited execution of work without going for parking of fund in Bank accounts.
5. Departments need to re-assess their requirement and if they are not in a position to utilize a portion of the budget provision, should be surrendered at the time of Supplementary Budget.
6. Funds provided under CSS should be utilized and UC should be submitted on time to ensure smooth flow of Central Assistance.
7. State's Own Tax revenue has registered a growth of only 7.16% till September, 2019, whereas own Non-Tax revenue has registered 10.46% growth during the period. The total Own revenue has increased by only 8.10%. Declining growth in Mining Revenue collection in recent months is a cause for concern.
8. Looking at the decline in collection of Mining revenue in recent months, Steel & Mines Department need to reassess the likely mining revenue to be collected during the year. Steps should be taken for renewal of mining leases.

Budg & Finance

Budg & Finance

9. Copy of the Expert Committee on Revenue Enhancement has been circulated among the revenue earning Departments by Finance Department. Departments are required to have a relook at the recommendations and their implementability for revenue augmentation.

10. The Budget Circular for preparation of Annual Budget, 2020-21 has been issued vide FD Letter No. 35549 dated 19.10.2019. The size of Circular reduced from 24 to 5 pages and number of Annexures for information reduced from 34 to 3. Ceiling will be communicated to individual Departments separately in consultation with P&C Deptt. Disaster Response Fund (With SDRF and NDRF break up)- only for R&DM (DM) Department

11. Departments will be given 2-3 months' time to have thorough scrutiny of the Budget proposals and they would prioritize their budget proposal within the ceiling communicated. In coming years, we propose to provide multi-year ceiling, so that Departments would have predictability in fund flow and can make multi-year project planning.

12. Online submission of Annual Establishment Review (AER) report along with post termination review report for the year 2018-19 for Administrative Departments is closing in HRMS by 15th November, 2019. All Secretaries are requested to personally look into the matter and ensure for the same failing which the salary bills of respective departments for November 2019 will not be entertained in HRMS.

13. Finance Department Letter No.23583 dated 10.07.2019 issued regarding unauthorized parking of Government money outside Public Account needs to be followed.

14. Entire resources of the State including borrowing to the extent of 3.5% of GSDP has been fully employed while formulating Annual Budget, 2019-20, there would not be any scope to provide additional budgetary allocation in the Supplementary Budget which is to be presented towards mid-November 2019. Departments are required to locate savings from their Demand for any additional allocation in some other units.

### 3. ✓ PAR disclosure system for Group A Officers in the State

1. Govt. Order has been taken for disclosure of PAR of Group-A Officers who are selected for AIS cadre under the Central Govt. The matter has been referred to CMGI for its implementation.

### 4. District Visit of Secretaries/Special Secretaries

1. At least 2 Blocks may be covered by the Secretaries during their district visits every month.

DE-1/19  
CA-1/19

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2. The forenoon session of a day may be devoted to holding meeting/ discussion with the representatives of PRIs/ Local Bodies, officials of the line Departments and district functionaries concerned at block level to get feedback on implementation of Government Policies & Guidelines and individual & special problems of the block area.
3. Based on feedback received from the discussion/ meeting, field visit in the block may be made in the afternoon to assess the field realities including random and surprise visits to different institutions dealing with Government schemes/ programmes. This should invariably cover some health and Educational Institutions.
4. Visiting Secretaries should furnish the Visit Reports within a week after the visit containing their assessment and observation of the field situation under different sector alongwith suggestion for follow up action/ remedial measures including change in guidelines or policy if required for better implementation of the Government schemes.
5. The DC-cum-ACS will take a meeting to discuss and review the Visit Reports on the suggested remedial measures and follow up action taken by Departments concerned.

#### 5. Miscellaneous

1. Earmarking 2% of the budgetary provision for utilization for IT related works by different Department may be explored.
2. ✓ At least two ASOs from each Department with B.Tech/M.tech in computer Science and higher technical qualifications should be nominated to undergo training by E & IT Department in order to create a pool of officers for computer related services in respective Departments.
3. Outstanding and useful interventions of individual Department in the field of IT may be shared with the E&IT Department to facilitate other Departments to get the benefits of such intervention.
4. ✓ All the Departments need to classify and furnish the list of pending OAT cases to Law Department. A meeting may be held under the Chairmanship of DC-cum-ACS to select cases which may be transferred to the High Court within a month.

The meeting ended with vote of thanks to the Chair.

Chief Secretary

Approved by Chief Secretary, Odisha in OSWAS file No.PC-COODI-COODI-0001-2018