

No. GAD-SC-MISC-0015-2019-24803/Gen.,
Government of Odisha
General Administration and Public Grievance Department

Bhubaneswar dated the 05th September, 2019

To

All Departments of Government.

Sub: Procedure for communication of Government Orders.

Instances have come to the notice of the Government that different Departments of Government are in doubt as to whether the sub-ordinate officers of the Departments enjoying secretariat status can sign the draft issued pursuant to the orders passed by the Government.

It is made clear that Rule 12 of the Odisha Government Rules of Business and Instruction V-28 under Chapter III (procedure of communication of Government orders) of the Odisha Secretariat Instruction specifically provides that every order or instrument of the Government of the State shall be signed either by a Principal Secretary, a Secretary, a Special Secretary, an Additional Secretary, a Joint Secretary, a Deputy Secretary or an Under-Secretary or such other officer as may be specially empowered in that behalf and such signature shall be deemed to be the proper authentication of such order or instrument (copy enclosed).

It is therefore, requested to follow the above instructions of the Government scrupulously.


5.9.19

Special Secretary to Government