

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

No. 7329 /Gen., Bhubaneswar, the 3.4.85
O&M/1-57/85

From

Shri Gian Chand, I.A.S.
Chief Secretary, Orissa.

To

All Secretaries to Government.

Subject:- Expeditious transaction of work and intensifying supervision.

Sir,

I am directed to say that in the defunct P&S Department Circular No.15416(85)-O&M dated 21.12.1981 and General Administration Department Circular No.14456 dated 12.6.1980, detailed guide-lines have been issued on improvement of efficiency in administration and prompt disposal of Government work. It is, however, noticed that these guide-lines are seldom adhered to. In the meeting taken by him on 14.3.1985, the Chief Minister had specially stressed the need for expeditious transaction of official business and improvement of efficiency by intensifying supervision at all levels and through better contact with the public. It is noticed that field officers lose touch with the people as they perform their tours in a hurried manner and return to headquarters without making any night halts. Separate guide-lines exist regarding the number of days to be spent on tours and minimum number of night halts. These instructions should be strictly complied with and all field officers should be instructed to make the required number of night halts so as to have better contact with the people and to ensure intensive supervision of field works.

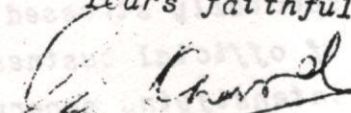
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2. Expeditious transaction of work should be ensured by minimising the number of levels at which a case is dealt with. Although instructions were issued in the defunct P&S Department D.O. letter No.15006 dt. 7.6.1979 that no file should be normally routed through more than two Secretariat Officers and that routing should be so arranged according to the importance of the subject, instances are not uncommon where files are being dealt with by more than two Secretariat Officers. It may, therefore, be ensured that no file passes through more than two Secretariat Officers before it reaches the final decision making level. Action taken in this regard may be intimated to the General Administration Department within a fortnight.

3. The need for de-centralisation and enhanced delegation of powers wherever possible was also emphasised by the Chief Minister in the meeting referred to above. Detailed proposals in the matter of de-centralisation and further delegation in respect of your Department may be formulated by you and furnished to the General Administration Department within one month.

4. These instructions may be brought to the notice of all officers under your control.

Yours faithfully,


CHIEF SECRETARY, ORISSA.