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Government of Orissa,  
Political and Services Department.  
(Organisation & Methods Section)

Memo No. 5103(71) / Gen.,  
OM -12/59  
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Dated Bhubaneswar, the 19th APRIL, 1959.

To

ALL DEPARTMENTS OF GOVERNMENT  
ALL HEADS OF DEPARTMENTS

Subject:- Delay in disposal of memorials and  
representations to Government.

.....

The undersigned is directed to invite a reference to Book Circular No.25 conveyed in Home Department No.4623 A., dated 28.4.52, on the procedure for submission and disposal of memorials and representations to Government, and to say that although it is provided in this B.C. that the Head of the Department shall record his views on the memorial or representation and ensure that it reaches Government within two months from the date on which it was first presented to the immediate superior, this time limit is not being observed by the Heads of Departments. It is further provided in this Book Circular that the memorial should be submitted by the Department concerned to the Chief Minister after consideration by the Minister-in-charge but before issue of orders, within 3 months of its receipt. The time limit prescribed for transmission of the representation or memorial to Government by the Heads of Departments as well as for their disposal is not being adhered to, and considerable delay is noticed in their transmission and disposal in all spheres. Delay in disposal of representations or memorials causes hardship to the persons concerned and it is, therefore, requested that while dealing with them the instructions as well as the time limits prescribed may be observed strictly.

[Signature]  
19/4/1959  
DEPUTY SECRETARY TO GOVERNMENT.

11/4/59