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Dy-15/11/02
7/11/02
Government of Orissa
Home Department.

From: No.RES(OB) 27/2000. 41589 /
Shri S.N. Panda, IAS,
Additional Secretary to Government.

To

The all Special Secretaries to Government &
others.

Bhubaneswar, Dated the 24th September, 2002.

Sub: Reservation of rooms in Orissa Bhawan / Niwas,
New Delhi and Utkal Bhawan, Kolkata.

Sir,

Inviting reference to Home Department letter No.22709/RES(OB), dated 17th April, 2001 I am directed to say that detailed instructions were issued therein relating to manner of making applications for reservation of rooms in Orissa Bhawan / Niwas, New Delhi and Utkal Bhawan, Kolkata. It was clarified that all Private Secretaries and Addl. Private Secretaries of Hon'ble Ministers, Principal Secretaries and other Departmental authorities may submit requisitions for the Hon'ble Ministers and Departmental authorities and for themselves only. In spite of clear instructions, it is seen that daily a number of applications are received from different Private Secretaries and Addl. Private Secretaries of the dignitaries requesting for allotment of rooms/suites in favour of other persons. This practice dislocates the normal process of allotment according to rules. Even, other persons try to get requisitions from different Private Secretaries and Addl. Private Secretaries and insist on allotment citing the recommendation. It is, therefore, decided that henceforth no requisition of Private Secretaries and Addl. Private Secretaries recommending for allotment of rooms in favour of other persons shall be entertained in the Home Reservation Branch. Other persons may be advised to apply directly to Home (Reservation) Branch for consideration of their cases according to availability of rooms and norms of allotment prescribed,

Yours faithfully,

Sd/-

Additional Secretary to Government.

Government of Orissa
General Administration Department.

Memo No.Coords-2/02. 32035 /Gen., Dated: 5/10/02
Copy forwarded to All Officers / All Sections and
All Sub-ordinate Offices of G.A. Department for information.

Akn.

Under Secretary to Government.