

Government of Orissa,  
Political and Services Department.

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Memo No. 601(24)/Gen.,  
OM - 27/60

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Dated Bhubaneswar, the 17<sup>th</sup> January, 1961.

To

All Departments of Government.

Subject:-- Measures to increase efficiency and to eliminate delays in the disposal of Government business in the Secretariat.

The undersigned is directed to say that for sometime past Government are considering measures to eliminate delays and for increasing the efficiency in the disposal of business in the Secretariat. After careful consideration it has been suggested that suggestions in this regard from the ministerial staff of all levels in the Secretariat should be invited. Government have decided as follows:-

i) Ministerial officers of all levels should be entitled to make suggestions with a view to (a) eliminate delays and (b) increasing efficiency in the disposal of Government business in the Secretariat. A sealed box with an aperture to admit the suggestions to be made by the ministerial staff should be kept in all Departments in charge of the senior most head assistant of the Department. The key of the box shall be kept by the O & M Officer of the Department concerned and the cost of the box shall be met from the allotment of contingencies for the Department.

ii) In the last week of the last month of each quarter the box shall be opened in the presence of the O & M Officer of the Department and the suggestions so received shall be brought out of the box and shall be considered in the staff meeting of the Department. All suggestions together with a statement showing the names of the ministerial officers who have made them along with the comments, if any, of the Department should be forwarded to the O & M Division of the Political and Services Department in sealed cover addressed to the Deputy Secretary to Government, Political and Services (O&M) Department.

iii) The suggestions thus received from the

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various Department shall be tabulated in the O & M Division who with their comments shall place this before a Committee for consideration. The Committee shall consist of the following members. :-

1. Joint Secretary, P & S Department
2. Deputy Secretary, Revenue Department
3. Deputy Secretary, Finance Department
4. Deputy Secretary; P & C (Planning) Deptt.
5. Deputy Secretary, P & S (O & M) Department.

The Joint Secretary, Political and Services Department and the Deputy Secretary, Political and Services (O & M) Department shall act respectively as Chairman and Secretary of the Committee. The Committee shall consider all suggestion along with the comments of both the concerned Departments and the O & M Division and recommend outstanding suggestions, if any, for acceptance by Government.

iv) The recommendations of the Committee shall be placed before the Chief Secretary to Government for consideration and for taking Government orders.

v) The authors of the outstanding suggestions as are accepted by Government shall be rewarded in the manner as indicated hereinafter. They will be given suitable commendations in their confidential character rolls by the Secretary to Government of the concerned Department and in suitable cases they may be given a cash reward upto Rs.100/- in each case. The amount of cash reward shall be recommended by the Committee and decided by the Chief Secretary to Government. The cost on account of the cash reward shall be met from the allotment of contingencies of the concerned Department.

2. All ministerial staff should be intimated of the above orders.

JOINT SECRETARY TO GOVERNMENT.

pls (cc)

Jachuck.