

No. GAD-SC-MISC-0121-2020-24688/Gen.,

Government of Odisha
General Administration and Public Grievance Department

Bhubaneswar, dated the 06th Nov, 2020

Office Order

Sub: Disposal of file referred by different Departments-regarding.

It is being observed that the file received from different Departments for views/clarifications/advice of this Department are being kept pending unnecessarily for long time by some sections. As a result, the concerned Departments are unable to dispose the related matters. Such unnecessary delay amounts to violation of the charter of 5T prescribed by the Government.

It is therefore, impressed that all the referral files must be disposed of within 3 (three) days. In exceptional cases which require deeper examination/wider consultation, file may be disposed within 7 (seven) days. In case more than 3 (three) days are being taken in any file, the Sectional Head must be kept informed by the concerned ASO/SO/DO.

Deviation from the above instructions will invite suitable action against those found responsible for the delay.

6.XI.2020

Principal Secretary to Government

Memo No. 24689/Gen., Bhubaneswar

dated the 06th Nov, 2020

Copy forwarded all Branch Officers of G.A.&P.G. Department for information and necessary action.

Special Secretary to Government

Memo No. 24690/Gen., Bhubaneswar

dated the 06th Nov, 2020

Copy forwarded all Sections of G.A.&P.G. Department for information and necessary action.

Special Secretary to Government

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