

**Government of Nagaland
Home Department
Administrative Reforms-(O&M) Branch**

No. AR-1/1/76 (Pt.II)

Dt. Kohima, the 18th August, 1976.

OFFICE MEMORANDUM

Sub:- Speedy Disposal of Government Business.

The undersigned is directed to say that it has been noticed in the past that the inter-departmental consultation had been the cause the delay in disposal of certain Government business. The reason for delay is mostly due to the fact that the Department which makes a reference do not formulate its own views before the matter is referred to other Department for their advice or comments. The Department to which the reference is made, takes time to follow, on which point the initiating Department requires comment. It becomes necessary on the part of that Department to refer the case to the initiating Department for further details etc. Thus cases are delayed in this process of inter-departmental consultation.

Speedy of disposal of Government business can be accelerated if the delays involved in the system of this inter-departmental consultation are minimised. The Department which makes a reference should formulate its own views at the initial stage itself and make a self-contained reference. Thereafter, a time limit may be prescribed within which the other Department must make its comments available, if the comments are not received within that time, it would be presumed that the Department have no comments to offer or views to express. If the file is endorsed to other Department, the initiating Department will have the right to re-call its file when other Departments makes inordinate delay in giving comments. The Administrative Departments should feel free to take its own decision except where the Rules of Business require concurrence of other Departments. The practice of unnecessary consultation with other Department to shift responsibility of the initiating Department should be avoided.

The above principle should be followed by all Departments while making any reference to other Departments for disposal of Government business.

Sd/- I. LONGKUMER
Secretary to the Government of Nagaland.