

Government of Nagaland
Personnel and Administrative Reforms Department
(Administrative Reforms Branch)

NO.AR-12/44/81

Dated Kohima, the 30th Nov, 1981

MEMORANDUM

It has been observed that Files/ papers are endorsed to the P&AR Department (Administrative Reforms Branch) for their examination and comments without being studied by the different Departments concerned. Instances have come quite after to the notice of this Department that proposal. Be it for creation of new posts, upgradation of an existing one, dispute over seniority/ promotion/ supersession and other sundry matters are sent by the Administrative Departments exactly as they have been submitted by the Head of Departments without further examining it in the Department. In most cases the only sign of labour is "**P&AR Department may examine**" out of which it is difficult and time consuming for the Department to initiate any meaningful action, without necessarily knowing the views/ comments of the Department. It may be appreciated that all cases requiring clearance or comment of the P&AR Department should be explained clearly with recommendation or findings of the particular Department. Points on which views of the P&AR Department are sought should also be specifically spelt out in a self contained note approved by Secretary of the Department before the files/papers are marked to this Department.

The vignette cited above illustrates yet another point when cases are referred to the P&AR Department for obvious reasons which could have been conveniently examined and decided by the concerned Departments. Some departments are also in the habit of re-opening cases in a new file which have been earlier examined by this department and settled or treated as closed, in another file, such a trend-setter is unhealthy and results in suppression of earlier facts and amounts to jeopardizing justice and fair play.

Henceforth, all cases which are referred to the P&AR Department by various Govt. Departments for clearance or consultation should contain the following basic requirements:

- (i) The Departments should thoroughly examine the case and indicate their specific recommendations/ suggestions on the merits of the case with full justification
- (ii) Approval of the Secretary of the Department should be obtained before such cases are referred to the P&AR Department. Those cases which do not bear the approval or signature of the Department will be returned to the Department concerned by the P&AR Department.
- (iii) Cases which are clear and can be decided upon by the Department should not be referred to the P&AR Department.
- iv) Cases which had been earlier examined and decided after obtaining views of the P&AR Department should not be reopened and sent again unless supported by new facts justifying re-opening of the cases: and.
- V) A self-contained note should accompany all cases along with recommendation and the specific points on which clearance/comments/ clarifications are required should be clearly spelt out.

This may please be brought to the notice of all concerned for strict compliance.
Kindly acknowledge receipt.

Sd/- Z. OBED
Chief Secretary to the Government of Nagaland.