

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

MEMORANDUM

NO.AR.12/1/85

Dated Kohima, the 22nd March 1985.

Sub:- Toning of Administrative Machineries in the Government Departments:

Following the directive of the Chief Minister and proceedings of the Secretaries coordination meeting held on 19-3-85 under the Chairmanship of the Chief Secretary the undersigned is directed to forward an action plan to be strictly implemented by all the Govt. Departments for more effective control and better administration.

1. The Chief Secretary shall meet and report to the Chief Minister every morning by the first hour and apprise him of the latest situation generally obtaining in the State alongside the day to day functioning of the Govt. Departments including important correspondences and business transaction with the Central Govt. The Secretaries of the Departments concerned, likewise, shall keep the Chief Secretary constantly posted about the state of affairs in their respective Departments in those areas for proper coordination and finding solution to a problem. With this objective in view all files on basic policy matters shall also be routed through the Chief Secretary.
2. The Commissioner, I.G.P. shall meet the Chief Minister personally at least once a week and brief him thoroughly on the overall law and order situation, insurgency activities, political condition and other intelligence reports.
3. Commissioners/Secretaries of all important Departments shall report direct to the Chief Minister in person about the performance and achievement of their respective Departments in the first week of every month effective from April, 1985.
4. Henceforth, Commissioners/Secretaries shall restrict field tours and become more desk-oriented in the Secretariat so that they remain more where they are wanted most to deliver goods to the people at the grass-root level. As delay breeds corruption speedy disposal of cases should take precedence over all other considerations.
5. Simultaneously telegrams, letters and other correspondences received from the Govt. of India should be promptly attended to and disposed of on top priority by all concerned.
6. Instructions have been issued from time to time that it is incumbent on senior officials to attend all official functions and parties on National or State Days or to meet visiting dignitaries but are not taken seriously on many occasions. In future such lack of seriousness on the part of any officer will be viewed with concern it deserves.
7. Home Department should initiate suitable procedures to enforce regular office attendance. Punctuality and discipline by the officers and staff and make appropriate arrangement to take basis of discussion in the meeting.

The above instructions may be brought to the notice of all concerned and actions taken on the matter may be communicated to the undersigned immediately.

Sd/- I. LONGKUMER
Chief Secretary to the Govt. of Nagaland.