

**GOVERNMENT OF NAGALAND
OFFICE OF THE CHIEF SECRETARY**

No.NGO-146/92

Dated Kohima, the 5th May, 1993.

OFFICE MEMORANDUM

The undersigned is directed to draw the attention of all Administrative Secretaries of the Departments to the provisions of the Rules of Executive Business in which procedure for transaction of Government business had been defined. The attention of the Secretaries is specially invited to Rules 13 to 19 read with 29(6)(a) where procedure for the Cabinet has been prescribed and Rule 34(1) and (2) where certain cases shall have to be submitted to the Chief Minister and the Governor has been listed.

2. The first part pertains to procedures in the Cabinet and the second part pertains to procedures for the disposal of various cases including appointments and postings, Centre State relations, Inter-State relations, matters relating to Raj Bhavan and also Supreme Court, High Courts, the Government of Myanmar (Burma) etc.
3. The undersigned is constrained to observe that, of late, procedures as prescribed in the Rules of Executive Business are not being strictly followed by the Secretaries of the Department. The undersigned has also received Cabinet Memos signed by the Under Secretaries or Deputy Secretaries. Under no circumstances Cabinet Memo should be signed by any other Officer than the Secretary/Addl. Secretary (independent charge of the Department). While submitting Cabinet Memo it is ensured that the matter has been approved by the Chief Secretary, Minister-in-charge and the Chief Minister. Before any matter is submitted to the Cabinet the views of the Finance, Law, Planning and P&AR should also be obtained wherever necessary and the views given by these departments should be enclosed as an annexure. If the Cabinet so decides to review its earlier decision the date on which the cabinet sat etc. should also be enclosed as annexure.
4. Rule 34 (1) and (2) prescribes that any matter which involves questions of policy including constitutional matters, appointment/promotion and posting of all Class-I, Gazetted Officers and above should be routed through the Chief Secretary to the concerned Minister and the Chief Minister and the Governor wherever required. Secretaries are the custodian of Rules and regulations and it is expected of them to guide and advise the Ministers properly so that no action of the Govt. would cause confusion or misunderstanding.
5. It is, therefore, impressed upon all Secretaries and the Addl. Secretaries in charge of Department to strictly follow the procedures as laid down in the Rules of Executive Business. This will avoid delay, confusion, embarrassment etc.

All Secretaries are requested to acknowledge receipt of this Memo.

Sd/- T. C. K.LOTHA
Chief Secretary to the Govt. of Nagaland