

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

MEMORANDUM

Dated Kohima, the 5th March, 2001.

NO.AR-3/GEN-10/97(PT)/B: In pursuance of the recommendation made during the Seminar on "Transparent and Accountable Administration" held at Kohima in November, 2001 and the resolution adopted during the meeting of Administrative Heads of Department held on 23.1.2001, it has been decided that **Vision Groups** shall be constituted in each Department of the Government with the following terms of reference.

1. The Vision Group shall consist of the Secretary and Director as well as two to three other officers of the Department, either from the Secretariat or from the Directorate. The Secretary of each Department in consultation with the Director shall select the members. However, the size of the Group shall not exceed five.
2. Whenever considered necessary, the Group may invite officials of other Departments/Non-officials/ Experts to its meetings.
3. Administrative Departments having more than one Directorate may form separate Vision Groups for each Directorate, if considered necessary.
4. The Group shall meet as often as necessary, but at least once every month.
5. The Group shall submit its recommendation on matter of common interest for discussion in the monthly meeting of Secretaries and of Heads of Departments.
6. The Group shall be free to discuss any issue concerning the Department, keeping in view the following broad parameters.
7. The Group shall formulate a vision for the present and the future of the Department. In other words, it should give a sense of direction to the Department come up with short-term and long-term action plans and set time-bound goals for making the activities of the Department relevant and beneficial for the people of the State.
8. The Group should carefully evaluate the current activities of the Department and take a fresh look at its programmes schemes so as to critically assess whether they are useful and are having the desired impact for the welfare of the people and development of the State. It should also devise procedures to ensure that resources are optimally utilised. Wherever necessary it should suggest changes and come up with appropriate connective measures and innovative strategies that would make the Department's activities meaningful and relevant for the people.
9. The Group should honestly appraise the image of the Department in the public perception and set standards of administrative efficiency to be met by all officials. It should take stock of the day-to-day functioning of the Department, from the Government level down to the lowest levels in the Districts/Sub-Division. This would include personnel and financial management, prompt disposal of work, availability of officials in their places of posting, attendance, adherence to financial procedures, training etc. Necessary remedial action should be initiated wherever shortcomings are noticed,
10. The Group should work out measures to make department more people-friendly and responsive to public aspirations and grievances as well as making its functioning more transparent. It should give due weightage to the feed-back received from all quarters and take suitable action.

Sd/- R. S. PANDEY
Chief Secretary to the Govt. of Nagaland