

## CHAPTER –XX

### COMMUNICATION WITH GOVERNMENT OF INDIA/OTHER STATES BY DIRECTORATES-INTER DEPARTMENTAL CORRESPONDENCE

#### Sending or communication direct to Government of India/Other State Government

1. The matter regarding direct communication with the Government of India and other State Governments by the Heads of Departments has been examined by the Government. It was felt that every communication with the Government of India/Other States cannot be routed through the Administrative Departments as the volume of work would naturally increased at the Department level, resulting in delays. It has now been decided that the present practice of some Heads of Departments communicating directly with the Government of India or other State Governments shall continued, but all such communication are also to be endorsed to the Administrative Departments for information. The Heads of Departments should use their judgement on whether the issue is important or not. In the former case, they should submit their papers through their Administrative Departments for communication with the Government of India/other State Governments.

*O.M..No.PER  
(AR)233/80/25  
dtd. 14<sup>th</sup> May  
1981*

#### Officers of Heads of Departments making correspondence to the Secretariat Departments.

2. Para 66.0. of the Assam Secretariat Manual, Manual of Office procedure Secretariat ,1968 lays down that only Heads of Departments may furnish routine or factual information direct to the secretariat Department. Government have noticed that some Assistant Directors and Registrars of Heads of Departments are making direct correspondence with the Chief Secretary which is contrary to Office procedure and decorum.

*No.PER(AR)  
152/82/114  
dtd. 17<sup>th</sup> Nov,  
1983*

#### INTER DEPARTMENTAL CORRESPONDENCE :

3. In respect of inter-departmental correspondence on important cases/subjects, the communications are conveyed by the originating Department(s) addressed to the Under Secretary or even just the Department instead of being addressed to the Special Secretary/Secretary of the Department concerned. Such practice could result in embarrassment since senior Departmental officers may not be aware of important/fixed cases till the field reaches through the normal channel, thus depriving the officer of a chance of pursuing the matter as required. It is imperative on the part of all Administrative Departments to ensure that all such important inter-departmental communications on important cases/subjects should be addressed to the Special Secretary/Secretary either in the form of a D.O. letter where necessary, or by specifying by name of the Secretary/Special Secretary who is concerned in the matter.

*No.PER(AR)  
93/91/1 dtd.  
18<sup>th</sup> June 1991*

O.M.No.PER  
(AR)93/91/30 dt  
23<sup>rd</sup> April 1997

4.1. It has come to Government's notice that District officers/heads of offices have entered into direct correspondence with either their own Administrative Department or other Administrative Departments, and in the process, have by-passed their respective Heads of Department /Directorate. In some other cases, Heads of Departments/Directorates have submitted proposals for administrative sanctions/orders/approval direct to other Administrative Departments, while by passing their own Administrative Department.

4.2. It is hereby directed that no District Officers/Heads of offices should make direct correspondence with other Heads of Departments or Administrative Departments except when replying to a specific/particular query or request for information. Even in such a case, copy of the reply should invariably be marked to his own Head of Department /Administrative Department for information. The Heads of Departments/Directorates should not submit/send proposal(s) for administrative sanction/concurrence/approval/orders direct to other Administrative Departments but should always submit such proposal(s) to their own Administrative Department who will in turn take up such proposal (s) with the concerned Administrative Department. These instructions should be strictly adhered to and any departure in this regard will be viewed seriously.

Substitution of Inter Departmental Note (I/D) in place of Unofficial Note (U/O) for correspondence between Secretariat Departments of the State of Meghalaya.

No.PER(AR)  
12/87/Part.I  
V/1.dtd.25<sup>th</sup>  
Oct, 1995

5. Paragraphs 102 to 102.3 of the Meghalaya Secretariat Manual of Office Procedure,1993 (reproduced below) provide the nomenclature for the correspondence between the Administrative Departments should be an Inter-Departmental Note and not U/O. Note. This nomenclature is to be invariably used for such correspondence, in line with Government of India's instructions and practices. Specimens as indicated in Appendix VIII Part 5 of the Manual is also reproduced below.

### **Extract of Paragraphs 102 to 10-2.3 of the Meghalaya**

#### **Secretariat Manual of Office Procedure,1993(Pp.37-38) :-**

102. Inter Departmental /Reference /Memorandum /Note:

102.1. Inter Departmental reference can be made in two different ways namely:-

- (1) by sending the file itself to a Department / Office with a note recorded on it; or
- (2) by sending a self contained note or memorandum.

102.2. This method is generally employed for obtaining the views, comments,

etc. of other Departments/Head of Departments on a proposal, obtaining a clarification, etc. of the existing instructions or requisitioning papers or information, etc. No solution or complimentary closing words are used in this form.

102.3. The correspondence between a Head of Department and his Administrative Department will, as far as possible, be by inter departmental not copies of such correspondence will not be sent to the District and Subordinate Office.

## **PERSONNEL AND ADMINISTRATIVE REFORMS (A) DEPARTMENT**

I/D. No.----- Dated Shillong, the ----- 199

### **Finance (Estt) Department I/D.**

**Subject:- Grant of Special Pay for holding dual charge.**

Shri A.B.C., Under Secretary, Health Department was allowed to hold charge of the current duties of the post of Deputy Secretary, Family Welfare, in addition to his duties for the period from -----to ----- vice Shri X.Y.Z. granted leave.

Please concur to the grant of a Special Pay @-----percent of his pay for the period in question for holding dual charge to Shri A.B.

Under Secretary to the Govt. of Meghalaya

### **Instructions regarding references from other Departments**

5. It has been observed that while referring cases to the Personnel and Administrative Reforms Department for advice, views or approval, specific point or points on which advice, views or approval are sought for are not indicated. And, in many instances the references were made without furnishing the relevant records pertaining to the matter in question. Also, in many cases, the references were made in a routine manner without the concerned Department exercising its mind at all. The cross references so involved result only in avoidable delay and a proper examination could not be made as expeditious disposal of such cases and with a view also to remove any snags that may crop up on the process of such examination, it is impressed upon all Departments that in referring cases to the Department the specific point or points on which the advice, views or approval of Personnel Department are required should be indicated and also records relevant to the point in question should be furnished.

*O.M .No. PER.  
99/78/1, dt. 8<sup>th</sup>  
Nov, 1978*