

GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL :: PERSONNEL (B)
DISPUR :: GUWAHATI
OFFICE MEMORANDUM

No. ABP. 78/ 90 / 166

Dated, Dispur the 12th July, 2001

For an affective and efficient administration at the field level, it is essential that the field level officials of various departments attend offices regularly and also stay at their respective headquarters.

It is, therefore, impressed upon all concerned administrative departments to fully ensure that the Government instructions relating to attendance in offices, discipline and proper functioning are scrupulously followed in their field level offices. The senior officers in the Secretariat have to be pro-active and also ensure that the field level officers of their respective departments are accessible and people friendly and their functioning is transparent. Proper steps need to be taken that all such officers are available at their headquarters, functions efficiently and effectively and keep close watch on the working in their offices.

In order to ensure effective and efficient administration of the different departments, the Principal Secretaries/ Commissioner & Secretaries/ Secretaries must visit at least one district in a month and personally see the departmental schemes and services, capacity building of institutions and the construction activities. Verification may be made of measurement books and utilization certificates to ascertain their genuineness so that fictitious bills are not paid. It is also necessary to appreciate the contributions of the honest and efficient employees. The Chief Secretary would also make similar visits to the districts to take stock of departmental schemes.

After completion of a visit, the senior officers shall submit a report of the tour with his observations and details of the actions taken to the Chief Minister within a week and continue to monitor the actions taken at regular intervals with intimation to the Chief Minister's office.

Chief Secretary to the Government of Assam.

Memo No. ABP. 78/ 90/ 166-A

Dated, Dispur, the 12th July, 2001.

Copy to :-

1. Commissioner & Secretary to the Governor of Assam, Dispur.
2. Commissioner & Secretary to the Chief Minister, Assam.
3. PS to Ministers/ Minister of state, Assam.