



**GOVERNMENT OF ASSAM
ADMINISTRATIVE REFORMS & TRAINING DEPARTMENT
DISPUR, GUWAHATI-6**

No. AR. 46/2004/33

Dated Dispur, the 24th August, 2004

OFFICE MEMORANDUM

Subject : Discontinuation of issue of Government decisions from Personal Files.

Instances have come to the notice of the State Government that official communication relating to purely departmental matters are being sent from the personal files of the officer concerned, instead of issuing them from the concerned departmental / office files. This practice of communicating departmental issues from personal file of the officer on most occasions has caused inconvenience in maintaining proper records and also in keeping proper track of the issue under consideration. **This practice has to be discontinued forthwith.**

It is therefore reiterated to all concerned that any official communication either through letter / D. O. letter or in the form of un-official note relating to any departmental issue, irrespective of whether the information is of confidential or secret nature, must be issued from the concerned departmental / office file and not from the personal file of the officer concerned.

sd/-
Shri J.P.Rajkhowa
Chief Secretary, Assam
Dispur, Guwahati – 6

Memo No. AR. 46/2004/33-A

Dated the 24th August 2004

Copy forwarded for information to:

1. The Chairman, Assam Administrative Reforms Commission, Dispur.
2. All Additional Chief Secretaries to the Govt. of Assam, Dispur.
3. All Principal Secretaries to the Govt. of Assam, Dispur.
4. All Commissioner & Secretaries to the Govt. of Assam, Dispur.
5. All Secretaries to the Govt. of Assam, Dispur.
6. All Secretariat Departments, Govt. of Assam, Dispur.

7. The Staff Officer to Chief Secretary, Assam, Dispur.

8. All Heads of Departments, Assam, Dispur, P. S. R. S. Assam, 2020.

9. All Divisional Commissioners of Assam.

10. All Deputy Commissioners of Assam.

11. All Sub divisional officers (Civil) of Assam.

By order etc.

V. K. S. S.
24/8/20

Secretary to Government of Assam
Administrative Reforms & Training Department