

D/NO-1654/00A
5/11/15

Gokul Chandra Pati, IAS
Chief Secretary, Odisha



GOVERNMENT OF ODISHA

Cabinet

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04 NOV 2015

A. K. S.

No. 706 (40) /CS,
Bhubaneswar 4th Nov, 2015

To

The Dev. Commissioner-Cum-ACS,
The Addl. Chief Secretary to Govt., Finance/ Forest and Environment Deptt.,
All Principal Secretaries to Govt.,
All Com.-Cum- Secretaries to Govt.
All Secretaries to Govt.

Sub: Matters in connection with submission of Cabinet Memorandum.

Madam / Sir,

It is observed that many a times the Cabinet Memoranda are put up for approval by the Departments in the last moment after the notice for cabinet meeting is issued. Many Departments are also submitting Cabinet Memoranda to Parliamentary Affairs Department through their Group-'C' & 'D' Employees and it is found that memoranda are not supported with important documents like Press Briefs, synopsis etc. which such employees fail to understand and communicate to their Departments.

Under the above circumstances, all the Secretaries of the Departments are requested to ensure that Cabinet Memoranda are approved as soon as possible and sent to P.A. Deptt. before issue of notice for Cabinet meeting. The Secretaries are also requested to depute a responsible officer not below the rank of Deputy Secretary to come with the memorandum to Parliamentary Affairs Department at the time of submission of the Cabinet Memorandum so that he/she may well understand the short-comings detected thereon and comply the same in time. This will avoid confusion and dislocation.

Yours faithfully,


3.11.2015
Chief Secretary,
Odisha